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ABSTRACT

This manual was developed by the United Day Care Services, Inc. and is intended to serve as a guide for others who are planning to work in the area of family day care. The history of the development of the United Day Care Services' family day care unit is summarized and a brief resume of how the unit operates is presented. The areas covered in the manual include: (1) agency administration of a family day care system, (2) administrative staff forms, (3) family day care mother's orientation, (4) procedures for opening a family day care home, (5) child development training for family day care mothers, (6) management training, and (7) parents and family day care. Sample materials such as applications, job descriptions, notes, forms, policies, and agreements are contained in the manual. (JMB)

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March 1975

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FORWARD

Introductory Note

The material in this manual has been developed as the family day care system of United Day Care Services, Inc. has developed over a period of years. Included here are such materials as job descriptions, applications, notes, forms, policies, agreements, all documents which regularly undergo revision as the family day care system itself expands and changes. The material is offered , merely to be used as suggestions, aids, and guides for others who are planning to work in what is a complex area, that of family day care.

Acknowledgements

Many persons have contributed to the development within our agency of the family day care system. Special recognition is accorded Frances Britton who is presently Director of Group Care for United Day Care Services. It was through her determination and early efforts that the agency began to conceptualize and implement a system of family day care. Others who over the past five years have contributed to the program are Laura Quinn, Geneva Brown, Betty Sherrod, Shirley McEachrin, Yvonne Shoffner, Linda Funderburk, Doris Canada, Carolyn Jones, Joy Bruce, Cora Bryant, and Marion Cole. Of course the program would never have been a reality without the support of our Executive Director, Carl Staley.

We especially wish to thank the family day care mothers for their contributions. These women are the most important component of the system. They carry the tremendous responsibility day to day for providing care and education to the young children in their homes.

Extremely important to the program are persons in the Department of Social Services who continue to play a vital role in helping the agency in its effort to provide a high quality of family day care. Sanitarians, building inspectors, and fire inspectors have also cooperated with the agency in interpreting guidelines to safeguard children and in making the program a viable one.

We especially thank all of those staff members who helped in preparing these materials for publication.

United Day Care Services, Inc.
March, 1975

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Director of Program Development
and Research

and

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AN AGENCY SPONSORED
FAMILY DAY CARE SYSTEM

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United Day Care Services, Inc.
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January 1974

AN AGENCY SPONSORED
FAMILY DAY CARE SYSTEM

As more and more women seek work outside the home, more different types of arrangements for the care of young children have become necessary. One of the oldest arrangements has been to rely on another mother or relative not employed outside the home, and with young children of her own, to care for the working mother's child, or children. Many arrangements of this type are made with little attention being paid by the community to the kind of care or environmental experiences being provided to young children.

Slowly, this picture is changing. Home day care is being recognized as a very formidable social institution which needs the visibility and the concern afforded other types of child care. The focus is now on what has been labeled "family day care," as these questions arise: What is happening to babies and young children when they are kept in another mother's home all day? What about their physical health and safety? Are they getting nutritious meals? What do these home mothers know about child development? What kind of play experiences do these children have?

As the questions continue, they generate new one: How can communities be supportive of women who want to provide services to children? Should home care be licensed? How can home mothers be trained? Is it possible to monitor family day care? Is it possible to elevate custodial care and "just baby-sitting" to a good environmental experience that leads to a child's optimal growth and development? At the same time, how can we help day care home mothers feel good about themselves and their important roles, and help the natural mother feel comfortable with her decision to work and with the arrangements she has made for her child?

Family day care is the most widely used form of child care in this country. These questions, therefore, beg answers.

United Day Care Services, Inc., a community-sponsored, non-profit organization with a commitment to provide day care services to families and children, decided in September, 1969, to begin to develop a system of family day care. The UDCS centers were providing care for children two to five years of age and also providing care to school-age children after school hours and during school holidays. There remained a great demand for the care of children younger than two, and family day care seemed to be one solution.

What follows is a brief historical summary of the development of the agency's family day care unit and a brief resume of how the unit operates. The UDCS way is not the only way to provide family day care--it is merely a model of one way that is being tested, revised, and retested. The goal of the agency is to see that every child in the community needing day care services has them, with special emphasis being directed toward meeting the needs of families unable to pay. The implementation of the program is directly related to this philosophy.

All UDCS programs are financed through purchase of services. Day care for children may be purchased, i.e., paid for, by parents who can afford to pay the maximum fee, or by the Department of Social Services, which may pay the maximum fee, (or partial fee, with parents paying a part) for those families who qualify as DSS recipients. Care for children whose families are unable to pay but who do not qualify as DSS recipients may be purchased through scholarship funds which are provided by church donations, United Way funds, and individual foundation funds and administered by the agency.

In 1969 there were no scholarship funds in the agency designated for family day care, which meant that the purchase of family day care services whould have to come either from parents who were able to pay the total fee charged, or from purchase of care by the Guilford County Department of Social Services for children of eligible families. At the beginning of the agency's efforts to provide family day care, DSS offered to purchase family day care from UDCS at the rate of $12.00 per week per child.

There were no start-up funds available in the agency for essential equipment, e.g., beds, sheets, high chairs, etc. The women who expressed an interest in becoming day care home mothers had no resources of their own. The agency, as it wrestled with all the presenting problems, felt that $12.00 per week could in no way produce enough income to motivate anyone to work, nor would it provide enough income to the agency to make it possible for the agency to financially assist the women in getting the necessary supplies and equipment to get this program started.

In the city of Greensboro, as part of its zoning law, any business, in order to operate, must apply for and receive a privilege license. This requirement also extends to providers of child care. The agency realized that one of its primary functions would be to help prospective day care home mothers get their homes to the point where they would meet the requirements of the city. Inspections by the county health department's sanitation division, and the city's fire prevention and building inspection offices are necessary, and these offices have very specific requirements which must be met. These health and safety requirements include, among others, provision of 35 square feet of indoor space per child, and 100 square feet of enclosed (fenced outdoor space per child.

The cost of fencing added what seemed to be an insurmountable hurdle. A generous and civic-minded woman in the community who was approached by an agency board member established a loan fund in the amount of $2,000.00 to be used by the agency. This donation breathed new life into the program. This problem was so serious that without a provision of this kind, UDCS could not have continued its family day care effort. The Family Day Care Implementation Loan Fund continues to play a vital role.

The agency set the fees at $15.00 per child per week, and for the first year all the children in the program were children of parents who were able to pay the full amount, $15.00. The budget was established with the agreement that the day care home mother would receive two-thirds of her earnings, or $10.00 per week for each child in her care, and UDCS would retain one-third of the fee, or $5.00 for administrative costs, supplies, equipment, supervisory staff salaries, and accident insurance on the children. The day care home mother now could receive a fence loan. Deductions from her two-thirds of her earnings were to be made on a monthly basis until the loan was repaid.

Often during the first months, children were enrolled but the families were unable to continue to pay as much as $15.00 per week. The day care home mothers and the staff were very much aware of how seriously this affected the financial status of family day care. Income to the mothers and to the agency fluctuated with traumatic ups and downs.

The needs of families unable to pay continued to be a major concern. UDCS would not--indeed, could not-- accept the $12.00 weekly fee offered by DSS. A breakdown of this $12.00 was $9.00 of federal funds, $1.50 state funds, and $1.50 county funds. The county office of DSS, recognizing the reality of the cost factors and needing the services, was able to get approval to increase the county's share to $4.50, thus reaching the $15.00 amount. The fee was increased later to $16.50, and again to $18.50, which is the present rate. Today a day care home mother receives $12.50 and the agency retains $6.00 per child per week. After the day care home mother has been with the agency a year, she receives an additional dollar ($1.00) more than her two-thirds of the weekly fee for each child. The fee for a school-age child is $10.00 per week, or $6.50 per week for the day care home mother. Care for the school-age children in family day care was a service added in the fall of 1971. (It should be noted here that the fee paid by the DSS for most agency-sponsored center care is $22.50* or more per week per child for children under six years of age, and in the infant center, $28.50 per week per child for infants and toddlers.)

Purchase of care by DSS brought with it the requirement that UDCS family day care be certified by DSS in compliance with state regulations and federal inter-agency requirements, as both state and federal funds are involved.

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* This fee has been increased to $28.75

In 1971 the North Carolina General Assembly passed a mandatory day care licensing law, but the law presently requires that family day care homes in which there are less than six children receiving care be registered but not licensed by the state Office of Child Day Care Licensing. UDCS staff now help the day care home mothers with this procedure.

The family day care unit was begun by the agency's present Director of Group Care, with the first family day care director employed in 1971 and assigned half-time to the family day care program and half-time as director of the agency's infant center. The first Day Care Home Assistants/Toy Demonstrators were New Career Trainees in a two-year work and study program, a vocational level course, Child Care Worker, taught by a local technical college, Guilford Technical Institute, under the auspices of the North Carolina Department of Public Instruction.

Much of the original equipment (cribs, high chairs, etc.) and toys were donations from individuals in the community and other United Community Services agencies. One woman moving away from Greensboro just recently donated all her nursery furniture to the program; others have donated swing sets, collected tires for sand boxes, and made other useful contributions. Many enriching experiences are provided to the children by community volunteers who become interested in family day care.

In its first year the family day care program was asked to participate in the second phase of a University of North Carolina demonstration/research project: Group Care of Infants and Toddlers. During a three-year period, children less than 12 months of age in agency-sponsored family day care homes were to be matched with children in the University infant care nursery center, and studied to determine if there were comparable growth and development between the two groups of children and to determine if there were any differences that might be attributed to the differences in family day care versus center care. UDCS agreed to give the University research staff access to the family day care homes for testing of infants entering family day care, and received in exchange some brief training experiences for family day care mothers. Research funds were cut off at the end of a two-year period before the research was completed.

A paper[1] was published reporting the observations made over the two-year period.

In June 1972 a new full-time director was appointed to supervise the family day care program and to serve as a consultant to the agency's infant center program.

The day care home mother, as an agency affiliate, receives advance training, consultation and help during the time she is trying to comply with city inspections and DSS requirements: she has ongoing in-services workshops, and learning experiences via the weekly visitations of the supervisory staff; she has back-up support of the staff when she has an emergency, or illness. She also receives consultation and help with social security, income tax, and other licensing and certification demands, and a financial loan for fencing, telephone, etc., if needed.

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[1] Saunders, M.M. and Keister, M.E., Family Day Care: Some Observations, Institute for Child Development, University of North Carolina at Greensboro, 1972. (This publication is also available from the Day Care and Child Development Council of America, Inc., 1401 "K" Street, N.W., Washington, D. C., 20005 and from Leasco Information Products, Inc., 4827 Rugby Avenue, Bethesda, Md. 20014.)

The family day care program initially could not support itself and start-up costs had to be absorbed by other agency programs. As the budget for the family day care unit moved from a long-time "in the red" status to a more stable and "break-even" situation, more money has been invested in training materials; e.g., cassette tape players and training tapes, training manuals, and film rental.

FAMILY DAY CARE THE UDCS WAY

Definition of Family Day Care

Family day care provides nine hours of care for five (5) children or less in a home setting. It is the smallest facility certified by the Department of Social Services and registered with the North Carolina Office of Child Day Care Licensing. The number of children permitted in family day care homes varies in different localities. When DSS first purchased UDCS family day care, the day care home mothers were permitted by DSS to care for five (5) children under six years of age, including their own preschool children. This earlier waiver of FIAR guidelines has been replaced (1973) by a new state DSS mandate that requires that the five children must also include the day care home mother's own children including her school-age children through age 14. This is making the recruitment of day care home mothers very difficult, as it limits the number of children the mother may care for to such an extent that the potential for income is not sufficient to warrant her becomming involved.

In instances where part-time and after-school care is provided, more than five children may be enrolled, but no more than five can be in the home at any one time. No more than two children under the age of two are kept in the day care home due to the extra amount of attention babies require.

Many people regard family day care as the best alternative to care in a child's own home particularly for a child who does not appear to be physically and emotionally ready for a group experience. Family day care is used most frequently to meet the need for day care for infants and toddlers as there are so few group arrangements available to meet the needs of this age group.

Family day care should not be viewed as simply a babysitting arrangement. It should provide physical, emotional, social and intellectual growth and development.

Every day care home must have a (Greensboro) City Privilege License, must be registered with the North Carolina Office of Child Day Care Licensing, and must be certified by the Department of Social Services.

The Day Care Home Mother's Own Family

The woman who keeps day care children in her home needs to realize that perhaps for the first time her family will have to share her with strangers. Usually, older children are gone when the day care children are there, but occasionally they will all be at home at the same time. There has to be a thorough understanding of the situation in advance to prevent any jealousy and friction because it is a family day care program.

Since there is such close physical contact between the children in care and the family members, all family members involved are required to have a medical examination annually. This is necessary before children are placed in the home. (The requirement also applies to the child being enrolled in care.) Many of the medical examinations are obtained through the facilities of the Guilford County Health Department.

Meeting the Day Care Home Mother

Being thrust suddenly into a strange environment gives anyone a feeling of insecurity. This is especially true of a child, and more so if his time away from the mother has been limited. For these reasons a visit by the child to the day care home mother is arranged before the child is placed in the home. This gives the day care home mother and the child a chance to get to know one another, and for the child's mother and the day care home mother to discuss the child's preferences, needs, and wants. If the day care home mother can learn how the child's own mother cares for him and what he is like, she will have a better idea about the child's needs. The day care mother should show the mother where her child will spend his day playing, eating, and sleeping.

In placing a child, the staff has to consider where openings are available, the location of the home and its convenience to the parent(s), but to the extent possible mother and day care home mother should determine if they like each other.

Financing Home Requirements

In addition to meeting other licensing requirements, the day care homw mother must have a telephone in her home and a fenced area for safe, outdoor play. If a prospective day care mother needs financial assistance in order to provide a fence, she may secure a fence loan through the agency. Deductions from her earnings are figured on a monthly basis over one year until the loan is repaid. The agency adds a small additional charge (5 per cent per year on the principal, which is less than current interest rates) to offset losses in those instances where the day care home mother terminates her agreement with the agency and the money is not recovered. This charge prevents the fund from becoming seriously depleted.

Administrative Staff

The administrative staff of the family day care home unit of UDCS presently consists of a director, a recruiting specialist, an educational specialist, two toy demonstrators, and a secretary.

The director interviews parents, places children in the day care homes, and collects fees. She visits prospective day care home mothers, provides training for them, presides over day care home mothers' meetings; she plans and presides over parents' meetings and workshops, and coordinates the responsibilities of the other administrative staff members. She is responsible for purchasing all toys and equipment, compiling agency training manuals, and hiring new administrative staff.

The recruiting specialist is responsible for publicity for recruitment of new day care home mothers, interviews prospective day care home mothers, and determines if the home meets space and other requirements. She is responsible for compiling the monthly newsletter. She also assists the director in interviewing parents and placing children, keeps an inventory of the equipment, and handles the records of earnings for the day care home mothers.

The day care home mother's food costs for child care are reimbursed at a rate not exceed 55 cents per day per child by the Special Food Services Program for children, administered by the North Carolina Department of Public Instruction. This does not include the cost of food for infants on formula or baby food. (The recruiting specialist and toy demonstrators are assigned a group of mothers for whom they carry major responsibility. This includes assisting the day care home mothers in keeping the records necessary for reimbursement claims.) The agency plans in the near future to move the family day care unit under a new central kitchen feeding program presently being implemented. Meals will be prepared and distributed directly to the homes; reimbursement will be made to the agency at a rate not to exceed 95 cents per day per child.

The educational specialist is responsible for in-service training of the day care home mothers and assisting the director in the initial training. She also selects and presents film strips, records, and books to the children on a monthly basis and previews all new educational materials. She also assists in the office, makes newsletter contributions, and conducts mini-workshops.

The toy demonstrators conduct a toy exchange each month. They visit the day care home and show the children how the toys work, and explain their value to the day care home mother. They clean and repair toys and suggest to the director the purchase of any new toys they feel would be beneficial. Field trips and other outings are planned by the day care home mother and the toy demonstrators. They help with her monthly records, food reimbursement records, and offer other kinds of assistance when needed.

One toy demonstrator (whose home is licensed as for any other day care home mother) serves as emergency caregiver in the event a day care home mother is ill or on vacation.

The secretary is responsible for all correspondence, copying, maintaining files, coordinating and publishing the newsletter, and keeping records of office supplies, bills and licenses. She keeps records of active day care home mothers and prospective day care home mothers, and keeps an ample amount of forms and other office supplies on hand. She compiles all food reimbursement claims with supporting attendance data, and makes the request to the state office for reimbursement to the agency, which in turn reimburses* the individual day care home mothers.

Caregiving Staff

The caregiving staff consists of all day care home mothers who are affiliated with the United Day Care program.

These mothers are paid to care for the child any designated nine hours of the day and they may make the decision to decline to care for a child whose hours are not commensurate with their preferred time. Fees for any care over nine hours are to be worked wout between the day care home mother and the parent, as that time is beyond the contractual agreement of United Day Care Services and the day care home mother.

While disciplins is essential, physical punishment must not be allowed. Denial of some privilege and diverting the child's attention to more acceptable behavior are acceptable ways the day care home mother may avoid the use of spankings or physical punishment. Children should have a nap-time each day, as well as outdoor play for active exercise, weather permitting. They should have an opportunity also to develop intellectually in a warm association with the day care home mother who guides tham into appropriate learning experiences.

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* This procedure is obsolete.

The day care home mother prepares breakfast, a well-balanced meal at lunch-time, and a snack in the afternoon.

Benefits

Holidays: The following holidays are observed: New Year's Day, Easter Monday, Fourth of July, Labor Day, Thanksgiving Day, the day before Christmas, Christmas Day, and the day after Christmas. When any of these holidays fall on Sunday and are observed as legal holidays on Monday, they are observed by United Day Care Services personnel on Monday also.

Vacation: After one year of employment all day care home mothers are given one week of vacation for which they receive their regular earnings. This vacation week is taken at a time agreed upon by the day care home mother and the director.

Sick Leave: After one year of employment all day care home mothers are granted five sick leave days for which they receive their regular earnings. Sick leave may not be carried over from one year to another.

Sick leave may be taken for the following reasons: sickness in the immediate family (defined as husband, wife, child, or any relative that lives in the home); or death in the family (defined as husband, wife, child, parent, brother, sister, mother-in-law, father-in-law, or grandparents). Leave for a death shall not exceed three days, any days taken other than those specified on page 14 are considered leave without pay.

Training

The day care home mother receives two weeks of half-day sessions which consist of intensive training in child development principles, with particular emphasis on infants and toddlers. Discussion centers around the importance of play, the ways in which routine care can be viewed as "curriculum," and the need to enhance language development through smiling, talking, and singing. There is discussion of the ways in which the family day care mother can make the child's environment safe, yet stimulating and appropriate for his stage of growth and development. The trainer demonstrates the use of creative toys and games, many of which are relatively easy and inexpensive to make. Films and slides are used to demonstrate what constitutes good care of young children, and they help to stimulate group discussion and ideas.

Some time is given to explaining certification, licensing, placement, fees, fee collection, UDCS policy, etc., but much of this information is covered during the recruitment process, the initial interview, and the step-by-step procedures necessary to meet agency, social service, and city requirements.

All the necessary forms are explained to the day care home mother, and a manual is given to her as a permanent record of all procedures and forms as well as summaries of various kinds of child development materials.

The manual is a loose-leaf notebook to which the day care home mother can refer for information related to agency policies and for information related to child development. The agency, from time to time, distributes new materials which may be added to the manual. UDCS is in the process of publishing the manual to share with other groups or agencies involved in family day care.

The agency's goal -- or dream -- is to someday have a training center with a facility for child care. The women in training could bring their own children with them to this facility during training and at the same time this facility could be equipped as a day care home and used to provide a laboratory experience in child care.

Presently the director is working with one of the city high schools which is offering a course in family-life education. She has placed five young women in family day care homes. They are "apprentices" to the day care home mothers for the purpose of gaining experience in child care. As they become familiar with the children they will relieve the day care home mother and free her during the afternoon to participate in agency in-service training workshops. A similar arrangement has been tried on a limited basis with nursing students at A and T State University located in Greensboro.

Parents' Requirements

Parents of infants are expected to supply the day care home mother with formula, baby food, and diapers. All children are to have a clean change of clothes available in the day care home. Parents are urged to be considerate of the day care home mother and to bring the children to the day care home at the time agreed upon by the day care home mother or let her know they will be late in arriving. Field trips and other activities are hard to arrange when stragglers keep the others waiting. Parents also have a responsibility to the day care home mother to pick up their children on time, or to notify the day care home mother if for some unavoidable reason they have to be late.

Payment of Fees

Fees are paid directly to the day care mother the first day the child enters the day care home and are paid in advance each Monday morning thereafter. If fees are paid monthly, they must be paid the first Monday of each month. If a fee-paying parent is unable to pay she may discuss her situation with the day care home director who has the authority to work out an acceptable new agreement, or waiver of fees. If the parent brings the child directly to the day care home and is unable to pay, the day care home mother should refuse to accept the child. She, too, may call the director if she thinks the circumstances warrant special consideration. In instances where total fees are paid by DSS, this is not a problem, but it may be a problem even when parents are paying only a minimal portion of the cost. The director collects the fees from the day care homes on Mondays.

There are times when a natural mother may be notified that she no longer qualifies for DSS support for child care. It may happen, for example, that DSS has provided child care while the mother trained for work. It some time elapses after training before she secures a job, or she loses her job, her child care is terminated. This produces an extreme hardship on the mother because she has to care for her child and is not free to look for a job. This situation, or any situation, which results in the young child's being placed in and out of care and forced to adjust to number of different substitute mothers is a developmentally serious problem. In the last few months UDCS has made scholarships available over alimited amount of time to bridge this gap, in an effort to keep the child with his day care home mother rather than have him lose "his place," only to find it filled when the mother does find a job. When this happens the child is victimized as he has to experience another separation from his first day care home mother and make an adjustment to a new one. From a developmental point of view, this can be very damaging, especially to an infant or toddler.

Toys and Equipment

Toys and equipment (cots, cribs, sheets, towels, high chairs, strollers, seats, baby carriers, fire extinguishers, first aid supplies, potty chairs) are loaned to the day care home mother for use with the children as long as she is affiliated with United Day Care Services.

WHAT LIES AHEAD?

There are many problems which beset a family day care home mother and an agency which attempts to provide family day care. From the day care home mother's point of view there is the problem of how to divide her energy and attention between

- her own family and the children in care;
- the young parents who are difficult to reach, yet need to share with the day care home mother their mutual concerns about their children;

- the natural mothers who do not call to explain and who presist in arriving late and picking up late;
- the child who has a behavioral problem that taxes her capability as a caregiver and arouses feelings of inadequacy;
- the child who comes in dirty clothes, shoes too tight, or without adequate wraps;
- her responsibility when she suspects the natural mother of child abuse and the effect on the child that may result if she does, or does not report her suspicions;
- and most importantly, her self-image in the community in a low-paying job -- day care -- which does not enjoy much status.

United Day Care Services provides transportation for mothers in training, but faces the larger problem of being unable to offer incentives such as a stipend during training or to provide child care to the day care home mother while she is in training. Negotiations by UDCS are underway at the local and state level with the Employment Security Commission's WIN program. These negotiations have resulted from the WIN's staff frustrations in trying to find day care for the very young children of their women trainees. The only place in the state where this has not been a tremendous problem is Greensboro, which has UDCS family day care. The WIN staff would like UDCS to develop family day care in the rest of the county, to include High Point, North Carolina. UDCS is interested in offering training in child care for women who could be compensated through WIN funds during training to be day care home mothers, who in turn could provide child care for other WIN trainees in other occupations. WIN, however, cannot train women for family day care which is categorized as "self-employment;" UDCS recognizes family day care mothers as agency affiliates, not employees, thereby negating the explicit meaning of "self-employed." The problem then becomes one of finding the "right words" so that the needs and goals of the two agencies can be merged to the benefit of the low-income women each is trying to serve.

The agency already cooperates successfully with the Neighborhood Youth Corps, the New Careers program, Mainstream, and WIN which purchase family day care and other agency-sponsored day care for their trainees.

The agency does not have the resources to objectively research and evaluate the effectiveness of the training of family day care mothers or the effects of the care itself on the children. The agency continues to try to unravel the variables that contribute to a very high rate of attrition among babies who are enrolled, leave the program, re-enter, leave again, and finally terminate.

There also are problems in training mothers- only to have them leave the agency after completing their orientation, training sessions, and licensing procedures. The agency does not object if the day care mother can indeed make it "on her own;" the concern is that she may care for more children than she would otherwise be able to care for under agency supervision, thus diluting the amount of attention she can give each child and reducing the quality of care.

The agency also has the problem of resolving how to offset the costs of the paid vacations, sick leave, and other benefits which the agency feels are legitimate concerns in any type of employment or services. They are benefits that are deserved, yet they are very real costs that must be budgeted out of an already strained budget.

The staff continually struggles with the problem of how to spark the interest of the parents of day care home children in agency-sponsored attempts at parent involvement. This group of parents tend to be, as a whole, very young parents. It is disturbing to the staff that the parents' much needed involvement in what is happening to their children is minimal. Yet the staff recognizes that their demands may appear overwhelming to the parents. The staff tries to find new ways to reach them -- through meetings, brief interviews, telephone visits, and letters. The agency has one full-time social worker who has been able to work with the family day care unit on a limited basis.

The agency is not able to provide direct health services. The director and staff respond on an individual basis to any child that a parent, day care home mother, or staff member identifies as having a special need for visual screening, mental health evaluation, dental treatment, or any other health-related problems. The staff helps the parent find and follow-up the needed service.

As of December 1973, there were 36 family day care homes, serving 60 children under two years of age and 102 children over two years. During the month six new children were placed and thirteen were terminated for an enrollment of 155 children at the end of the month. Enrollment at this time alos included 15 school-age children, four children receiving night-time care, and three children in part-time care.

A breakdown of the purchase of care arrangement for these 155 children is as follows:

Number of Children	
13	full fee paid by parents
112	full fee paid by DSS
18	partial fee paid by DSS, balance paid by parents
2	full fee paid by UDCS
10	partial fee paid by UDCS, balance paid by parents

The problem of "slave wages" continues to haunt those who are concerned with family day care. Low pay makes it very difficult to attract day care home mothers. Women in low-income groups who do not have skills to compete in the job market may find it rewarding monetarily, but it is more difficult to find middle-income women to participate in the UDCS family day care program. The income, in any case, can be viewed as very meager. Both low- and middle-income women seem to find intrinsic rewards in providing a community service, in acquiring new skills, and in the social contacts with the natural mothers and the agency staff, and by enhancing their own sense of worth.

One incentive which has proven to be very successful and eagerly anticipated is an annual dinner party at a local barn dinner theatre which staff and day care home mothers and husbands, or guests, attend. Good supportive relationships and social relationships have developed among the day care home mothers as they share with each other their successes and frustrations in their work.

Individual cases may be cited which demonstrate the personal growth and career development of some of the low-income women who have become very professional in their caregiving roles.

One woman who was among the first group of traines was initially very reserved and shy, and she had difficulty in making eye-to-eye contact with the director. The director was impressed, nevertheless, by the woman's warm relationship with her own five children, ages 2, 3, 5, 7, and 10 years. Two of the children attended public school, and the five-year-old was in all-day care at a center. She was very punctual for training, she read all the suggested materials, and seemed eager to learn. Some of the first infants in the program were placed with her, and she gave them a great deal of loving care and attention. She was well organized, she posted the records she kept of each baby's schedule; she interacted with the babies and her own children in a warm, relaxed way. The natural mothers were delighted with the kind of care she provided.

Her husband was constantly having problems with law enforcement officers, and although he did not live in the home, many of his problems were brought to her. With the encouragement from the agency, she was able to seek legal aid and get clarification of her legal rights. She was able to seek and use the help of her social worker.

Her youngest child whose legs were badly bowed with rickets is now the picture of health, after referral to the county Children and Youth public health program.

She has had to cope with vandalism and disruptions in the neighborhood; e.g., her gate was destroyed, toys taken from the yard, and neighbors "dropped off" their children for her to care for, irrespective of the demands and regulations imposed upon her as a day care mother. With support from the staff, she was able to maintain her position and demand respect from her peers.

The director of her housing development has been supportive, and he now refers all requests for child care that come to his attention to this mother who consults with parents, helping them to consider the alternative arrangements that are available in the community.

She is responsible for arranging "cluster" meetings for other family day care mothers in her housing development and for the parents for whose children they provide care.

When requests come to UDCS for visits to family day care, this woman is very gracious about opening her home and shares her experiences and ideas about her responsibility as a family day care mother. She is truly a professional caregiver, and she continues to take advantage of every learning experience that is offered to her.

Despite their meager earnings, there is potential for many exciting "fringe benefits" for these women and their families. This woman with an enhanced self-concept who is now a provider of a much needed community service is just one illustration.

Family day care mothers can become excellent caregivers. Without some hope of increased salaries (or higher fees for child care) it becomes increasingly difficult, however, to recruit new women and to demand and expect a high level of performance. UDCS would like to offer more intensive training, more in-service workshops, and other incentives -- all of which are seen as important means of improving quality of care.

All of these means require money. Quality of care, then, is inextricably woven into costs, and so long as fees are so low, the picture is not optimistic. Many point to the low cost of family day care as one of its advantages, when in fact this may be one of its most serious disadvantages, since it is impossible to deny that there is a correlation between what one pays for a service and the quality of that service.

Some of the caregivers evidence personal growth and development in their caregiving abilities. Some are viewed in their neighborhoods as the "child-care specialists" and friends and neighbors come to them for advice about their children. Others seem to lack the motivation and interest the staff would like to see. Lest one lose sight of the crucial issue here, one must be reminded that it is the children in care who are the ultimate "losers" in the frustrating status quo.

The growth of family day care at UDCS has been like Topsy. There are problems still to be resolved. There is still much that needs to be explored to make family day care a more viable child-care arrangement.

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SECTION I. AGENCY ADMINISTRATION OF A FAMILY DAY CARE SYSTEM

A. United Day Care Services Organizational Chart

B. Profile, United Day Care Services

C. Organizational Chart of the Family Day Care Unit

D. Profile, Family Day Care Unit

E. Guilford County Head Start of UDCS:
Family Day Care Home Model

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H. Job Description: Family Day Care Educational Specialist

I. Job Description: Family Day Care Recruiting Specialist

J. Work Schedule: Family Day Care Recruiting Specialist

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L. Work Schedule: Toy Demonstrators

  1. A Toy Demonstrator's Hints on Making a Toy Delivery and Pick-up

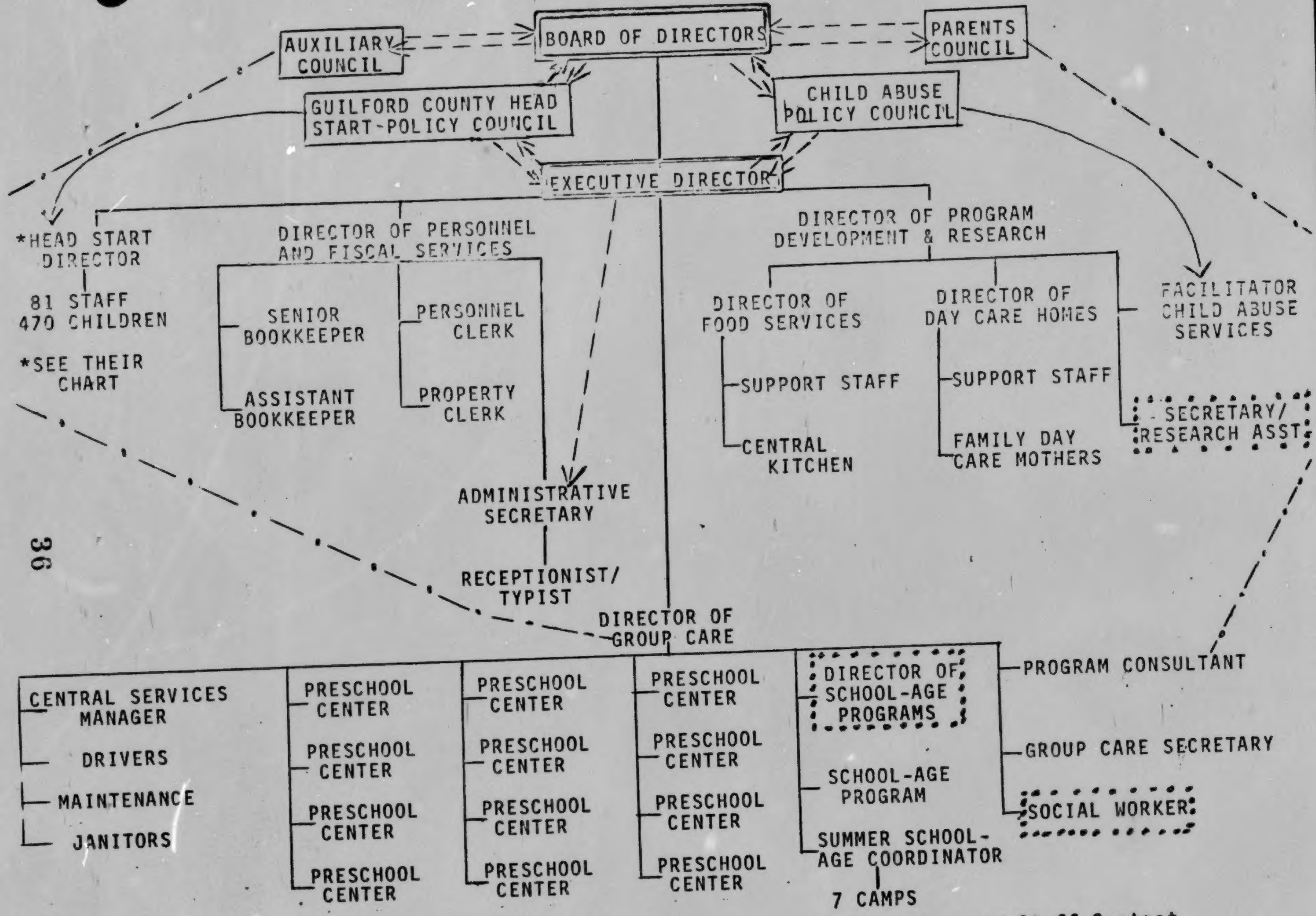
  2. Toy Demonstrator's Calendar for Toy Exchange

  3. Notes on Keeping an Inventory for Large Equipment

  4. Sample of Equipment Inventory Form

M. Procedure for Collecting Fees

UNITED DAY CARE SERVICES ORGANIZATIONAL CHART



"__________" Indicates Administrative Responsibility

"-.-.-.-.-." Indicates Staff Contact

"- - - - - -" Indicates Communication

"__________" Indicates For The Future

PROFILE

UNITED DAY CARE SERVICES

JANUARY, 1975

United Day Care Services is a community non-profit day care organization dedicated to seeing that every child in the community needing day care services has them, with special emphasis being directed toward meeting the needs of families unable to pay. The primary commitment of the agency is to the provision of full-day services for preschool children and after-school services for young school-age children of working or non-working mothers needing this service. Consideration is also given to the needs of part-time child care services. An active effort is made to enroll children representative of the entire community and to develop a funding system which makes possible the enrollment of children from all socio-economic groups in each United Day Care Program.

The agency presently operates fourteen centers. The total center capacity is 632 for all day children, and 123 for after-school children. Seven of these centers serve children ages three through five; four serve children ages two through five; one serves infants and toddlers up to three years of age; and two serve only school-age children from kindergarten through grade four, after school hours and on school holidays. Three of the centers provide care for school-age children.

United Day Care Services operated a center for handicapped and retarded children but terminated the program in July 1971 when a similar service provided by the public schools was offered to meet the special needs of these children and their families.

In the centers which provide care for children under six, the State Department of Human Resources, Division of Social Services has approved centers to serve the following: two are certified to provide care for 75 children, one, 68 children, another 60 children, one 58 children, another 50 children, two for 45 children, and the other five may provide care for 38, 36, 32, 30, and 20 children respectively. The two school-age centers are certified to serve 35, and 40 children. Enrollment in the centers usually is filled to capacity and there is a waiting list of children needing care. The facilities utilized include six provided by public housing, five provided by churches, one by United Community Services, and one by United Day Care services. Space for one center is rented in a building also occupied by a privately owned day care center. The centers are open from 7:00 in the morning until 5:30 or 6:00 in the afternoon, Monday through Friday throughout the year.

Other group services in 1973 included operation of five summer school-age programs. These served children who had completed grades one through five. One of the programs was located in a public housing recreation room and the other four were located in public school buildings near public housing and the other UDCS year-round programs. Transportation was made available for small groups of children who did not live within walking distance of any of the programs. During the summer of 1973, the school-age program capacity totaled 350. In 1974, six public school buildings were used.

The maximum fee, or a part of the maximum fee, for about 68 percent of the children in UDCS programs is paid for by the Guilford County Department of Social Services. Other parents are expected to pay according to their ability, with some paying the maximum fee.

UDCS participates in the Special Food Services Program administered in North Carolina by the Department of Public Instruction, which reimburses 80 percent of the agency's food cost. Food costs, plus contributions of space, utilities, volunteer services, etc. add to the "real" costs of day care which are in reality much higher than the fees charged for day care.

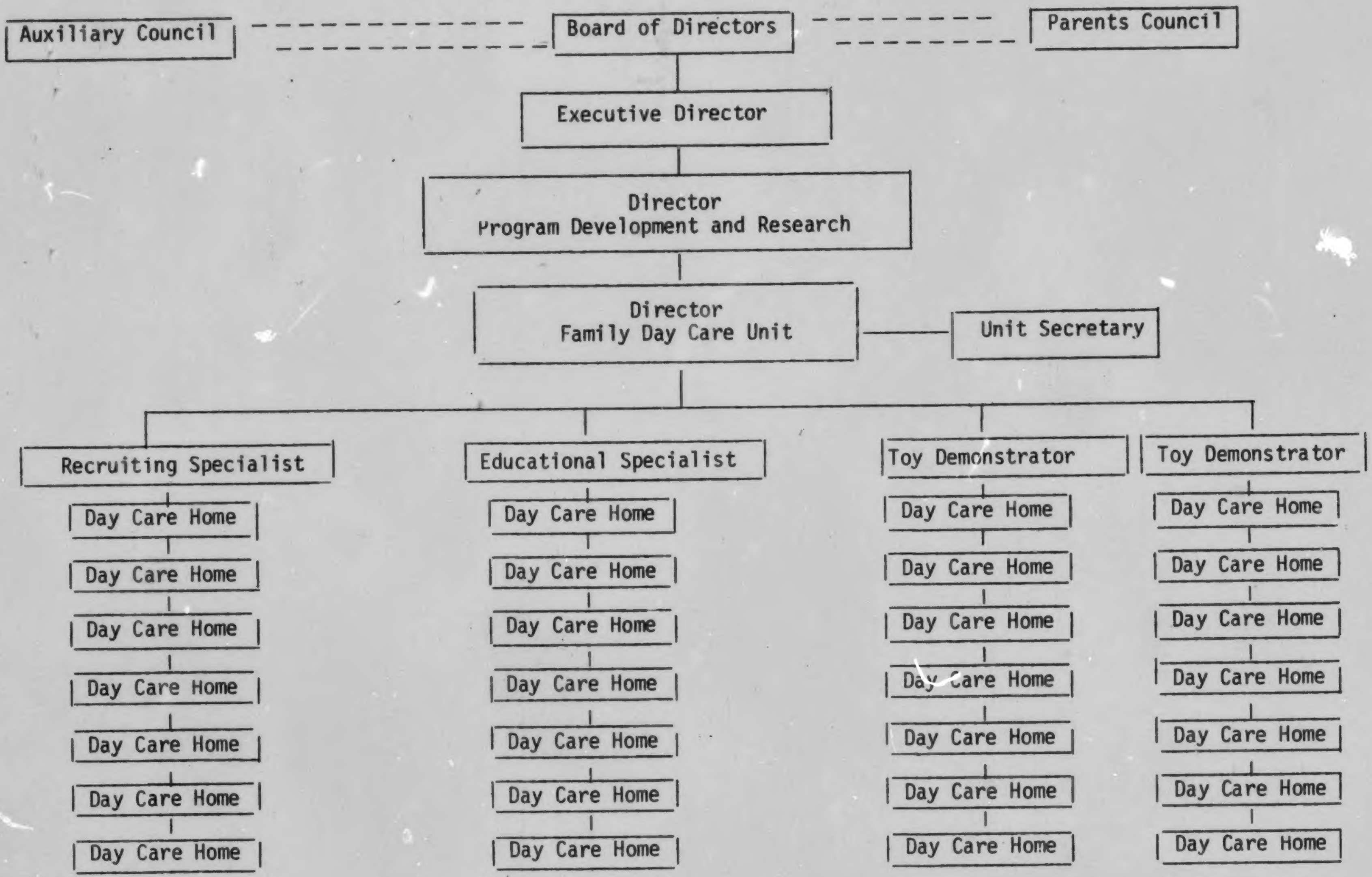
Scholarships for families who are unable to pay full fee and yet are not eligible for Department of Social Services assistance or other government funds may receive scholarships which are provided by the United Way and church and community funds.

In addition to the day care centers and summer school-age programs, United Day Care Services has developed a system of agency-supervised family day care homes whose primary purpose is to serve children three years of age. There are now 44 homes certified to care for 153 children.

United Day Care Services also offers assistance to private day care operators and other non-profit day care services, and makes available information regarding proposed and needed day care legislation. Limitations of staff time have determined the extent of involvement in these areas. Many other communities request consultation since the Greater Greensboro area has one of the most highly developed community day care programs in the state of North Carolina.

United Day Care Services has made strides toward achieving its goal. The data on the additional children who are in need of subsidized care only serve to indicate how much further the agency has to go toward the goal of adequate child development services for every child in the community.

UDCS ADMINISTRATIVE ORGANIZATIONAL CHART *



* Shows only the Family Day Care Unit

** The four support staff members have primary responsibility for seven homes each, although they work with all family day care homes in their special roles. As the unit increases size, with an additional group of seven new homes, a new support staff person is hired.

FAMILY DAY CARE UNIT

FEBRUARY, 1975

The Family Day Care Unit is composed of 44 family day care homes. Ten of these are designed as Head Start family day care homes, serving 47 children four and five years of age. Two homes are used for emergency care. In the remaining 32 homes there are four school-age children receiving after school care, 69 children between the ages of two and six years receiving all day care, and 37 children under the age of two who are in all day care. Four children of the total of 153 children receive night-time care.

Care is available to children whose families are eligible for day care funds through the Guilford County Department of Social Services or to those whose families are able to pay the full cost of care. United Day Care Service scholarship funds subsidize families who can pay only a part of the cost.

The family day care mothers are trained and supervised by the agency. The mothers are provided with cots, cribs, linen, high chairs, play pens, strollers, potty chairs, first aid supplies, toys, and other basic equipmeent needed for the physical care, emotional development, and intellectual stimulation of infants and toddlers. Placement of children and collection of fees is the responsibility of the administrative staff of the unit. The family day care mother receives two-thirds of the fee for each child she has in care and the agency retains one-third for administrative cost, equipment, supervisory staff salaries, and accident insurance on the children. The agency operates a Central Kitchen and breakfast foods, prepared lunches, and afternoon snacks are delivered to the family day care children. The administrative staff of the Family Day Care Unit consists of the family day care director, one full-time secretary and bookkeeper, and four day care home assistants. The family day care director is responsible for the initial training of family day care mothers, purchasing toys and equipment, collecting fees, having parent conferences, and supervising the Family Day Care Unit. One assistant serves as a recruiting specialist who is responsible for publicizing the need for new homes, recruiting new day care home mothers, and interviewing prospective day care mothers; another is an educational specialist who is responsible for in-service training of the day care home mothers. Two other assistants are toy demonstrators who are responsible for exchanging toys twice a month and demonstrating to the day care home mothers the value of the toys to the children. Filmstrips and storytelling are utilized during these visits. One of the toy demonstrators is also a city-licensed, certified family day care mother who provides emergency care when one of the family day care mothers is ill or her home is closed for some other reason.

United Day Care Services, by providing care for infants and for children with special needs in a home setting, is able to offer a wider range of services for families who need child care during their working hours. UDCS is also able to help individuals who enjoy caring for young children to supplement their family income and to feel a sense of pride in making available to the community a much needed service.

GUILFORD COUNTY HEAD START
OF
UNITED DAY CARE SERVICES

FAMILY DAY CARE HOME MODEL

General Description:

Developmental Child Care Services, including educational activities, Nutrition, Health, Social Services and Parent Involvement, will be provided for groups of five Head Start eligible children in Family Day Care Homes, by the parent residing in the home. Wherever possible the mothers and homes of Head Start eligible children will be selected. Large group activity will be provided for each of the Family Day Care Homes on a weekly basis in a Head Start Center.

Operation:

Guilford County Head Start Program will provide Family Day Care Services through a cooperative effort with United Day Care Services (UDCS) Family Day Care Unit. The Family Day Care Home mothers will be trained by and the homes equipped by UDCS. Each home will be provided with age appropriate child development equipment and materials necessary to maintain an effective educational program, a safe environment, guidance regarding meal preparation, food reinbursement, registration with the State Office of Child Day Care licensing, and accident insurance.

Head Start will provide Health Services to the children, Social Services and parent involvement activities to the families involved in the Family Day Care Model. All Head Start parents involved in this model will form a parent committee carrying the same functions and responsibilities of a Head Start Center Committee. This committee will elect two representatives, to serve on the Policy Council Parent Activities funds will be provided by Head Start.

Head Start will provide one staff member designated as the HS Family Day Care Home Coordinator who will be responsible for the implementation of the services provided by Head Start (Health, Social Services, Parent Involvement and the coordination of the educational activities provided by the Family Day Care Unit with those of Head Start. The Head Start Performance Standards will be considered in the implementation of this Model.

JOB DESCRIPTION

FAMILY DAY CARE DIRECTOR

The director:

- — is responsible for licensing, certification and registration of all new day care homes.
- — is responsible for placing and terminating children.
- — interviews parents seeking child care.
- — is the liaison person between parents and day care home mothers.
- — conducts individual parent conferences.
- — makes referrals to DSS and other agencies for families that need help in specific areas.
- — is responsible for obtaining clearance forms from DSS on children receiving DSS scholarships.
- — collects fees and is responsible for collecting any delinquent accounts.
- — is responsible for making purchases of supplies and equipment.
- — signs all bills for items purchased before sending to bookkeeper for payment.
- — draws up and signs agreement for fence loan with day care home mothers where applicable.
- — is responsible for day care home monthly report.
- — checks payroll for day care home mothers each pay period.
- — approves leave for day care home staff.
- — is responsible for evaluation and supervision of PACE (Plan to Assure College Education) students who may be assigned to work with the unit.
- — prepares time sheets where applicable.
- — is responsible for yearly evaluation of all day care home staff.
- — is responsible for training prospective day care home mothers.
- — is responsible for making necessary changes in day care home profile, parent policies, day care home mother policies and training manual.

— makes bank deposit slip; deposits fees in bank.

— serves as consultant for Avalon Infant Center of UDCS.

— is responsible for opening and closing homes.

— attends conferences and workshops that will be beneficial to the Family Day Care Unit.

— signs and checks mileage reimbursements for family day care staff.

— is responsible for checking health requirements (i.e., a yearly physical examination and health card for staff and day care home mothers).

— follows up inspections and fence installations for prospective day care home mothers.

— visits prospective day care home mothers before homes are open for child care.

— consults with Director of Program Development and Research about unit plans and any administrative problems.

— visits each day care home mother at least once a month.

— makes day care homes available for visitation by other programs that are interested in developing a day care home program similar to that of United Day Care Services.

— supervises activities of day care home staff.

— is responsible for petty cash.

— is responsible for final check of all DSS requirements before any DSS children are placed in a home.

JOB DESCRIPTION

FAMILY DAY CARE SECRETARY

The secretary:

-- receives telephone calls and leaves dated messages.

-- types and mails all correspondence - retaining a copy for office file.

-- makes copies of and mails filmstrip schedule, toy exchange schedule, newsletter and daily care record.

-- keeps toy exchange inventory.

-- keeps School Food Service attendance record.

-- keeps suppertime attendance data for School Food Service reimbursement on file for three years, available for School Food Service audit.

-- enters new day care homes and children in register; makes three copies of register admission slips for bookkeeper, data collection, and office files; slips include salary information and family composition.

-- keeps register up to date. Enters date of entrance, date of termination, age of the child, caseworker if applicable, and fee.

-- files DSS clearance forms.

-- files all information received on day care home mothers in their folders.

-- is responsible for keeping an ample supply of all forms, policies, applications and inspections in the files.

-- sends for references for prospective day care home mothers.

-- is responsible for typing and collating monthly newsletter.

-- is responsible for keeping an ample supply of training manuals available.

-- keeps check list of prospective day care home mothers up to date.

-- upon request of director, applies for city license, state DSS certification, and state registration for new day care home mothers. keeps a dated log of when the above was sent for each day care home.

JOB DESCRIPTION

FAMILY DAY CARE EDUCATIONAL SPECIALIST

The educational specialist:

- is responsible for selecting and showing filmstrips to children in day care homes.
- is responsible for selecting and listening to tapes on child care or related subjects to be used in the continuous training of day care home mothers in their homes.
- makes original tapes to express ideas and suggestions developed by the day care home mothers and staff to cover topics of particular concern.
- is responsible for tape recorders placed in day care mother's home. Makes a record of when each tape and each recorder is placed.
- develops educational kits for each day care home mother to keep in her home, changing materials periodically.
- is responsible for previewing all educational materials and equipment (literature, books, tapes, catalogues, etc.). Reports findings and suggestions to director - all purchases will be approved by director.
- makes a monthly schedule of visitation to day care homes - gives schedule to secretary so that she can make copies to be sent to each day care home mother and the director.
- assists in training new day care home mothers.
- is responsible for parent involvement - presides over parent meetings when necessary.
- takes slides or films of children in day care home for use with parents and possibly for training.
- delivers toys and supplies when necessary.
- assists in keeping office clean.
- conducts simple workshops for day care home mothers and parents (entire staff will help with this).
- is responsible for book list in monthly newsletter.
- is available for office duty if needed.
- assists day care home mother in planning and carrying out field trips.

- sends a list of all prospects and terminations to the Guilford County Department of Social Services, state day care consultant and notifies city agency when day care home terminates.

- keeps a record of all bills and purchases that come in for day care homes. Sends a copy of each signed bill to the bookkeeper for payment.

- keeps an accurate record of all office supplies and equipment used by day care homes, (paper, stamps, notebooks, trash cans, light bulbs, etc.).

- helps keep office clean.

- takes request for care when necessary.

- informs state day care consultant of each training session for new day care home mothers.

- assists in fee collection each week.

JOB DESCRIPTION

FAMILY DAY CARE RECRUITING SPECIALIST

The recruiting specialist:

— recruits new day care home mothers.

— visits home, interviews day care home prospect, writes up visit, evaluates - gives information to secretary for filing.

— picks up application if it has not been mailed in.

— is responsible for advertising and publicity.

— follows up contact visits and calls.

— assists in opening new homes.

— is responsible for compiling information for newsletter each month.

— assists director in placing children and interviewing parents.

— prepares for the bookkeeper bi-monthly statements of payment due the family day care mothers.

— is available for any emergency in case any day care home mother needs a substitute for temporary care.

— helps keep office clean.

— keeps equipment inventory up to date.

— informs director when basic equipment needs to be bought or repaired or when equipment is beyond repair.

— takes request for care - makes appointments for parent interviews.

— is responsible for special support services to seven day care home mothers on a regular basis.*

*Each Family Day Care Unit staff person has a similar assignment which creates a more consistent, individualized support system.

WORK SCHEDULE

FAMILY DAY CARE RECRUITING SPECIALIST

MONDAY

No home visits or home interviews will be scheduled.

Pick up equipment from any homes that have been terminated.

2 hours - Clean storage area and repair toys and equipment. If toys are beyond repair, make a report in writing. Provide a folder for "toys beyond repair" to keep for future reference. If toys or equipment need to be fixed or assembled by maintenance staff, ask the secretary to fill out request-for-maintenance form.

1 1/2 hour - Check the number and kind of toys and equipment in each home you serve. Supply sufficient quantity of toys for the number and age of children in each home, keeping up to date with new placement and termination of children in addition to changes in age-appropriate toys.

1 hour - Make toys, sheets and blankets.

1 hour - Read articles or books for self improvement or to find material for the newsletter, or this hour may be spent compiling newsletter.

The rest of the day is to be spent in the office for telephone interviews, parent interviews, placement of children, etc. Pick up pastry at local bakery. If the end of the month falls on Monday, pick up attendance and meal reports and get these in to the secretary.

TUESDAY, WEDNESDAY, THURSDAY

Make a permanent schedule for visits to two homes on each of the above days. Visits to prospective family day care mothers, emergency caregiving, delivery of equipment to new and existing homes may be scheduled around visits. Make plans to take each family day care mother and her children to visit a center once a month, and arrange this schedule with the mothers in advance.

FRIDAY

Pack each box you plan to deliver the next week. New or donated toys are to be cleaned and put in inventory within the week they are delivered to UDCS. Toys and equipment brought in from toy exchange are to be cleaned and put back into inventory within the week they are picked up.

JOB DESCRIPTION

FAMILY DAY CARE TOY DEMONSTRATOR

The toy demonstrator:

— is responsible for toy exchange once every two weeks.

— makes toy selections for distribution on basis of ages and developmental stages of the children in a given home

— delivers and demonstrates specific toys to children and day care home mothers; points out the value of play and toys to children.

— keeps an accurate record of toys that are delivered to each home and toys returned to office.

— puts toys back in inventory after each pick-up and delivery; puts new toys in active inventory for distribution.

— repairs and cleans toys when necessary.

— reports toys that cannot be repaired by her to the director.

— reports toys that have been damaged beyond repair to director so that they can be taken out of inventory.

— assembles first aid and emergency kits.

— makes schedule of toys - exchange on 25th of each month - gives to secretary to make copies to be sent to each day care home that she has assigned.

— is responsible for equipment delivery and all needs of the day care homes she has been assigned.

— is available for any emergencies in case any day care home mother needs a substitute for temporary care.

— is responsible for returning all toys and equipment to inventory in the event that one of her day care homes is terminated.

— assists day care home mother in planning and taking children on field trips.

— helps keep office clean.

— contributes to day care home newsletter.

— answers telephone and takes message when necessary.

— shows day care home mother how to make inexpensive toys for children in her care.

-- is responsible for toy list in monthly newsletter.

-- is a "scavenger" and makes use of any material.

-- provides each child in the homes that she services with an art box, (crayons, scissors, paper, paint, glue, paint brush, etc.).

-- makes a report to the director each month on toys that may need to be purchased, toys that have been broken, problems day care home mothers may have, etc.

-- is responsible for keeping toy room clean and toys classified.

-- checks fire plan and fire extinguishers periodically; notifies director if extinguisher needs recharging.

-- helps her day care home mother with School Food Service attendance reports at the end of each month.

-- collects suggestions from suggestion box in homes she services.

-- is responsible for making sheets, blankets for homes she services and others when necessary.

-- delivers toys for other demonstrators when one has to be out.

-- for those toy demonstrators who will also provide emergency home care:

1) your home will have met all the necessary requirements for a day care home

2) you will take care of children in your home if a day care home mother is ill, goes on vacation, terminates without giving notice, or if the regular day care home mother is incapacitated for more than one day for any reason.

WORK SCHEDULE

TOY DEMONSTRATORS

MONDAY

No home visits or home interviews will be scheduled.

Pick up equipment from homes that have terminated.

2 hours - Clean basement and repair toys and equipment. If toys are beyond repair, make report in writing. Provide a folder for toys beyond repair to keep for future reference. If toys or equipment need to be fixed or assembled by maintenance, ask the secretary to fill out request for maintenance form.

1 1/2 hours - Check the number and kind of toys and equipment in each home you serve. Supply sufficient quantity of toys for the number and age of children in each home.

1 hour - Making toys, sheets and blankets.

1 hour - Read articles or books for self improvement or for input in the newsletter. This hour may be spent compiling newsletter when necessary.

The rest of the day is to be spent in the office for telephone interviews, parent interviews, placement of children, etc. Pick up pastry at local bakery. If the end of the month falls on Monday, pick up attendance and meal reports and get these to the secretary.

TUESDAY, WEDNESDAY, THURSDAY

Make a permanent schedule for at least three home visits (for toy exchange) on each of the above days. Emergency caregiving, delivery of equipment to new or existing homes may be scheduled around home visits. Make plans to take each day care home mother and her children to a center to visit once a month.

When emergency care has to be given for one day or more in your own home, then the other toy demonstrator and staff will assume your responsibilities for those days.

FRIDAY

Pack each box you plan to deliver the next week. New or donated toys are to be cleaned and put in inventory within the week they are delivered to UDCS. Toys and equipment brought in from toy exchange are to be cleaned and put back into inventory within the week they are picked up.

A TOY DEMONSTRATOR'S HINTS ON MAKING A TOY DELIVERY AND PICK-UP

When I take toys to a family day care mother, I record on a sheet of paper each toy I am planning to take. This is done as I pick up each toy and put it in the box to be delivered. I describe each toy enough to identify it when I go back to the family day care home to pick it up - color, size, item. The books, puzzles, and records I list by name. A copy of the list is given to the family day care mother.

When I pick up toys that were left the visit before, I check them off my list in the office when I get back and put the date they were returned, and put the toys back into inventory in the storage and equipment room.

If a toy is lost, broken, or completely destroyed, I make a notation beside the listing for that toy. I then make a note for the secretary's record. This information is then available when a complete inventory is made. If the toy was lost or destroyed, we may want to replace it; if it was broken, an "O.K." indicates it has been or can be mended and placed in circulation again.

If a family day care mother wants to keep a toy item because her children would like it for a longer period of time, it is not checked off her list until it is returned.

NOTES ON KEEPING AN INVENTORY FOR LARGE EQUIPMENT

-- When items are purchased, they are entered in the toy and equipment inventory notebook in red under the IN column and added to the column Balance on Hand.

-- When items are delivered to the day care homes, the family day care mother's name is entered under the column ISSUED TO and the number of items recorded under the OUT column and subtracted from the previous total under the column Balance on Hand.

-- When items are sent back from the day care home, the item is recorded in the IN column with the family day care mother's name in the ISSUED TO column adding "(inventory" by her name, indicating it is being placed back in inventory and again added to the column Balance on Hand.

EQUIPMENT INVENTORY

(Item) CRIBS

Date	Issued To	In	Out	Balance On Hand
2/18/74	Inventory to date	18		18/18
2/19/74	Brown		1	18/17
2/19/74	Gaster		1	18/16
2/22/74	McNeil (Inventory)	1		18/17

PROCEDURE FOR COLLECTING FEES

1. Make schedule for collecting fees.
2. Collect fees on Monday afternoon only, according to schedule. If parent has failed to leave fees on Monday, the day care home mother should refuse to keep the child unless an acceptable arrangement has been made with the Family Day Care Director. Fees will be collected the following Monday and child will not be cared for by the day care home mother until fee is paid.
3. Use petty cash to make change. Keep petty cash and money from fee collection in bank pouch.
4. Family day care mother must write a receipt for the parent, for central office and one to be kept by her.
5. Check or cash and corresponding receipt should be clipped together as they are collected.
6. Return to office after all collections are made.
7. Add receipts
   Add cash
   Add checks
   The total amount of cash and checks should equal to the total amount of receipts before bank deposit.
8. Make duplicate deposit slips for amount collected.
9. Deposit money in the bank.
10. Return duplicate deposit slips, receipts and fee sheet to central office bookkeeper.

SECTION II. ADMINISTRATIVE STAFF FORMS

A. Application for Staff Position (in Family Day Care), United Day Care Services

B. United Day Care Services Leave Record

C. Request for Reimbursement

D. Self-Evaluation Guide for Family Day Care Staff

Performance Appraisal for Family Day Care Unit Staff, and Employee Performance (Three Forms for Evaluation of Staff and Family Day Care Mothers)

E. Family Day Care Monthly Report

FAMILY DAY CARE
APPLICATION FOR STAFF POSITION
United Day Care Services
808 North Elm Street
Greensboro, North Carolina 27401

Today's Date: ____________________

Social Security Number: ____________________

1. NAME: (Mr., Mrs., Miss, Ms.,) ____________________ (Last) (First) (Middle)

2. ADDRESS: ____________________ PHONE: ____________

3. AGE: ________ SEX: ________ DATE OF BIRTH: ____________ HEIGHT: ________ WEIGHT: ________

4. DATE OF LAST PHYSICAL EXAMINATION: ____________ ANY PHYSICAL HANDICAPS? ________

5. SERIOUS PHYSICAL OR MENTAL ILLNESS WITHIN THE PAST FIVE YEARS: ____________

6. IN CASE OF EMERGENCY, NOTIFY: ____________________

7. RELATIONSHIP: ____________________ PHONE: ____________

8. MARITAL STATUS: ____________ NAME OF SPOUSE, IF MARRIED: ____________

9. IS SPOUSE EMPLOYED? ______ BY WHOM? ____________ POSITION: ____________

10. NUMBER OF CHILDREN: ______ WHO CARES FOR THEM WHILE YOU WORK: ____________

11. POSITION APPLIED FOR (Circle one): TEACHER ASSISTANT TEACHER ADMINISTRATIVE CLERICAL FOOD SERVICE MAINTENANCE SUMMER CAMP SPECIALIST (State area): ____________

12. WHEN AVAILABLE TO BEGIN WORK: ____________ SALARY EXPECTED: ____________

13. ARE YOU NOW EMPLOYED? ________ IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER? ________

14. FIELDS OF WORK FOR WHICH YOU ARE LICENSED, REGISTERED, OR CERTIFIED (Give dates): ________

15. IF APPLYING FOR CLERICAL POSITION, LIST OFFICE MACHINES AND PROCEDURES WITH WHICH YOU ARE FAMILIAR, AND PROFIENCY: ____________________

16. EDUCATIONAL BACKGROUND:

	NAME AND LOCATION OF SCHOOL	DATES FROM	DATES TO	GRADUATE? IF NOT, WHY?
Elementary, High School, or GED				
Vocational				
College (Major)				
Graduate School (Major)				

. EMPLOYMENT RECORD: Include summer and volunteer employment. List most recent employer first.

AME, COMPLETE ADDRESS, PHONE F PR[illegible]IOUS EMPLOYERS:	DATES FROM	TO	KIND OF WORK AND NAME OF SUPERVISOR	SALARY	REASON FOR LEAVING
.					
.					
.					
.					

. REFERENCES: Do not use relatives as references. Use COMPLETE addresses.

NAME	COMPLETE ADDRESS(include zip code)	PHONE NO.	OCCUPATION
USINESS: (Former Employer, etc.) .			
CHAR[illegible]ER: .			
CHARACTER: .			

. SPECIAL SKILLS OR INTERESTS (if desired, attach a second sheet including any other pertinent information you would like us to know about yourself): ____________________

). ORGANIZATIONS TO WHICH YOU BELONG: ____________________

). HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY POSITION? ______ IF YES, PLEASE EXPLAIN: ____________________

. WHO SUGGESTED YOU MAKE APPLICATION WITH UNITED DAY CARE SERVICES? ____________________

Information furnished will be treated as confidential data. All employees are accepted for employment on a temporary basis with a probationary period of six months during which time they may be terminated without advance notice.

P[illegible]SE READ CAREFULLY:

I hereby certify that all answers and statements in this application are true. I understand that any misrepresentation or omission of information will void this application or be cause for dismissal, if employed.

REVISED: 8/26/74

Year______________

UNITED DAY CARE SERVICES
Leave Record

This employee leave record is to be kept on file in each center or program unit. The Supervisor/Director will note absences throughout the year and will hand in this sheet to Personnel at the first Director's Conference in January. Please make sure the sheet is signed by the employee and Supervisor/Director.

Name______________________________ Date of Employment_____________ Center or Unit__________

	Sick Leave	Vacation Leave (with permission)
Leave Accumulated From Previous year		

Date	Sick Leave	Vacation Leave	Leave Without Pay	Leave With Pay	Other (Explain)	Comments
TOTAL For Year						
Carried Over to Following Year			(with permission)			

I hereby certify that the above record is correct. Date:________________________

Employee:_________________________ Director/Supervisor_________________________

REQUEST FOR REIMBURSEMENT

Name of Program FAMILY DAY CARE UNIT

Printed Name of Person to be Reimbursed ______________________

Date Submitted ______________

Complete in DUPLICATE. Send one copy to the Central Office. Retain one copy for your files until reimbursement is received. Use to request reimbursement for authorized expenses when no over-night out-of-town travel is involved.

Date	Item or Destination	Mileage	Amount

Total to be Reimbursed $__________

____
Signature of Person to be Reimbursed

____
Signature of Program Director

____
Central Office Approval

SELF-EVALUATION GUIDE FOR FAMILY DAY CARE STAFF

______________________________ (NAME)

______________________________ (ADDRESS)

______________________________ (DATE)

CONFERENCE WITH DIRECTOR

__________________ DATE

______________________________ DIRECTOR
(Signature)

Check one:

( ) Director's copy

( ) Staff member's copy

SELF EVALUATION GUIDE FOR FAMILY DAY CARE STAFF

(On A and B indicate evaluation in numerical order,
using numbers 1 through 5; 5 meaning high and 1 low)

A. Personal Qualities and Attitudes

________ Am I - Friendly?

________ Am I - Neat in appearance?

________ Am I - Clean?

________ Am I - Punctual?

________ Do I - Observe working hours?

________ Am I - Dependable?

________ Am I consistant?

________ Do I - Know to do and do all parts of my job?

________ Do I - Learn all I can about my work?

________ Do I - Try to do the most important work first?

________ Do I - Plan each morning what I want to accomplish that day?

________ Do I - Try to devise ways to improve the work of my unit?

________ Do I - Try to improve the way I do my work?

________ Do I - Work quickly and efficiently?

________ Do I - Do my work in the easiest way?

________ Do I - Know the why of everything I do?

________ Do I - Accept responsibility for my share of work?

________ Do I - Try to do all I can?

________ Do I - Seek help when I need it and recognize my weakness?

________ Am I - Unafraid to admit failure?

________ Am I - Proud of the way I do my work?

________ Do I - Set standards by which I measure my performance?

________ Do I - Find my work intersting and satisfying?

________ Do I - Maintain good working relations with others?

________ Do I - Help others when needed?

________ Do I - Avoid griping?

________ Do I - Treat my supervisor as fairly as I want to be treated?

________ Do I - Work to get ahead instead of complaining because I don't?

________ Do I - Keep myself physically and mentally fit for my work?

________ Am I - Willing to learn?

________ Am I - Willing to take part in Center and Agency activities? (meetings, workshops, conferences, etc.)

________ Do I - Respect rights of parents, the day care home mother and other staff?

________ Do I - Make suggestions with honest tactfulness?

________ Do I - Listen to children, parents and co-workers?

________ Do I - Have a sense of humor?

________ Do I - Recognize my strong points and special talents?

________ Do I - Recognize and control my hostile thoughts, fears and negative feelings?

________ Do I - Have a pleasing voice?

________ Do I - Gain satisfaction through trying new experiences?

B. Skills in Working with Children and Day Care Home Mothers

________ Knowledge of child development

________ Use of positive approach

________ Ability to relate to day care home mother

________ Ability to help children and day care home mother accepts limits

________ Ability to remain controlled in difficult situation

________ Ability to use good judgement in emergencies

________ Creative use of materials

Ability to help day care home mother plan and organize activities according to ability, needs and interest of children in the following areas:

_______ Motor development

_______ Language development

_______ Art and music experiences

_______ Science experiences

_______ Toilet training

_______ Eating experiences

_______ Resting

_______ Ability to help day care home mother plan activities for children with special problems, emotional or physical

C. Describe Your Frustrating Experiences

____

____

____

____

____

____

Describe Your Satisfying Experiences

____

____

____

____

____

____

PERFORMANCE APPRAISAL FOR FAMILY DAY CARE UNIT STAFF

A - Above Average
B - Average
C - Needs Improving

A. Personal Qualities and Attitudes

________ Am I friendly?

________ Am I neat in appearance?

________ Am I clean?

________ Am I punctual?

________ Do I - Observe working hours?

________ Am I Dependable?

________ Am I consistent?

________ Do I - Know how to do and do I do all parts of my job?

________ Do I - Learn all I can about my work?

________ Do I - Try to do the most important work first?

________ Do I - Plan each morning what I want to accomplish that day?

________ Do I - Try to devise ways to improve the work of my unit?

________ Do I - Try to improve the way I do my Work?

________ Do I - Work as quickly and efficiently

________ Do I - Do my work in the easiest way?

________ Do I - Know the why of everything I do?

________ Do I - Accept responsibility for my share of the work?

________ Do I - Try to do all I can?

________ Do I - Seek help when I need it and recognize my weakness?

________ Am I - Unafraid to admit failure?

________ Am I - Proud of the way I do my work?

________ Do I - Set standards by which I measure my performance?

________ Do I - Find my work interesting and satisfying?

________ Do I - Maintain good working relations with others?

________ Do I - Help others when needed?

________ Do I - Avoid griping?

________ Do I - Treat my supervisor as fairly as I want to be treated?

________ Do I - Work to get ahead instead of complaining because I don't?

________ Do I - Keep myself physically and mentally fit for my work?

________ Am I - Willing to learn?

________ Am I - Willing to take part in center and agency activities? (meetings, workshops, conferences, etc.)

________ Do I - Respect the rights of parents, the day care home mother and other staff?

________ Do I - Make suggestions with honest tactfulness?

________ Do I - Listen to children, parents and co-workers?

________ Do I - Have a sense of humor?

________ Do I - Recognize my strong points and special talents?

________ Do I - Recognize and control my hostile thoughts, fears and negative feelings?

________ Do I - Have a pleasing voice?

________ Do I - Gain satisfaction through trying new experiences?

B. Skills in Working with Children and Day Care Home Mothers

________ Knowledge of child development

________ Use of positive approach

________ Ability to relate to day care home mother

________ Ability to help children and day care home mothers accept limits

________ Ability to remain controlled in difficult situation

________ Creative use of materials

Ability to help day care home mother plan and organize activities according to ability needs and interest of children in the following areas:

________ Language development

________ Art and music experiences

________ Science experiences

________ Toilet training

________ Eating experiences

________ Resting

________ Ability to help day care home mother plan activities for children with special problems, emotional or physical

C. Use this space for any suggestions or criticisms that you feel will be helpful to the unit.

____

____

____

____

____

Comments:

EMPLOYEE PERFORMANCE APPRAISAL

Complete quarterly in DUPLICATE - send one copy to Central Office (Personnel)

NAME: ______________________ EDUCATIONAL TRAINING: ______________

LENGTH OF EXPERIENCE: ______ PLACEMENT: ______ POSITION: ______________

Complete this Employee Performance Appraisal sheet by checking the appropriate rating in line with how you feel this person functioned under your direction. Supervisor should complete all areas and employee should make comments if desired.

	JOB REQUIREMENTS				
RATING	EXCEEDED	MET	FALLEN SHORT OF	FAILED TO MEET	UNKNOWN
ATTITUDE					
ATTENDANCE					
PUNCTUALITY					
PUNCTUALITY					
QUALITY OF WORK					
INITIATIVE					
JOB INTEREST					
GROOMING					
RELATIONS WITH CO-WORKERS					
RELATIONS WITH SUPERVISORS					
SUPERVISORY POTENTIAL					
DEPENDABILITY					
ABILITY TO FOLLOW INSTRUCTIONS					
PARTICIPATION IN WORKSHOPS, TRAINING SESSIONS, CENTER ACTIVITIES					

(Please complete other side)

NUMBER OF DAYS LEAVE IN PAST # MONTHS: ______ Sick Leave, LWP, LWOP)

PROBLEM AREAS WHICH AFFECT JOB PERFORMANCE AND PROFESSIONAL GROWTH:

SPECIFIC COMMENTS ON AREAS THAT CONTRIBUTE TO JOB PERFORMANCE AND PROFESSIONAL GROWTH: ______

COMMENTS BY EMPLOYEE: ______

EMPLOYEE SIGNATURE: ______

SUPERVISOR SIGNATURE: ______

SUPERVISOR POSITION: ______

When used for center staff appraisal, may be used in conjunction with Lesson Plans which are evaluated weekly.

FAMILY DAY CARE MONTHLY REPORT

UNITED DAY CARE SERVICES

(Month) (Year) (Supervisor)

I. HOMES

1. Number of homes open at beginning of month ______
2. New homes opened during month ______
3. Homes terminated during month ______
4. Number of homes open at end of month ______
5. Number of day care homes now being processed for opening ______
6. Number of day care home mothers who are, or have been, DSS recipients. ______

II. CHILDREN ENROLLED

Age:	Under two	Over two	Total
1. Beginning of month			
2. New children placed			
3. Children terminated			
4. Enrollment at end of month			

III. ACTUAL CAPACITY OF HOMES

Age:	Under two	Over two	Total
1. Beginning of month			
2. Spaces added during month			
3. Spaces closed during month			
4. Actual capacity at end of month			
5. Children enrolled at end of month			
6. Spaces open at end of month			

IV. PART-TIME

1. Number of children in part-time placement ______
2. Number of part-time space available at end of month ______

SECTION III. THE FAMILY DAY CARE MOTHER'S ORIENTATION

A. Recruitment

B. Public Service Announcement (for Radio & TV)

C. Sample of a Recruitment Flyer

D. Basic Requirements for being a Family Day Care Mother (UDCS)

E. Requirements for Family Day Care Homes (UDCS)

F. Initial Contact with Prospective Family Day Care Mother

G. Record of Telephone Interview or Office Visit

H. Home Visit and Personal Interview: Procedures and Notes

I. Policies for the Operation of Family Day Care Homes (UDCS)

J. Special Food Services Feeding Program for Children in Day Care (UDCS)

K. Teacher's Roll and Record Sheet (used by all UDCS units)

L. Secretary's Record (Daily Request for Lunches)

M. Basic Understandings between a Family Day Care Mother and United Day Care Services, Inc.

RECRUITMENT

United Day Care Services, Inc. is a non-profit community sponsored agency which makes it possible for the Family Day Care Unit to request public service announcements on radio and television to arouse interest and to recruit family day care mothers.

In addition to word-of-mouth, radio, and television notices, the Unit places ads in the local paper and distributes "flyers" (see copy) in recreation rooms in housing developments, in grocery stores, in day care centers, and other locations where there is believed to be need for additional child care facilities. Many of the more recent participants in United Day Care Services' Family Day Care Unit became interested because they heard about the program from the women in their neighborhood who are family day care mothers.

The fee for family day care is low, and in addition, United Day Care retains a portion of the fees to finance the agency's costs to maintain a family day care system. The mother who wants to operate her own family day care home independently can do so, provided she has the necessary money or credit rating to offset the start-up costs. The United Day Care Services family day care affiliation appeals to those women who can be satisfied with a small supplement to their family income, who may not be able to arrange start-up costs, or who want the back-up support the agency provides for emergencies, illness, etc. The applicant may apply for either one or a combination of these reasons.

PUBLIC SERVICE ANNOUNCEMENT

NOTICE NOTICE NOTICE

WOULD YOU LIKE TO HELP YOUR COMMUNITY?

Help mothers to go to work by opening a Family Day Care Home in your community, keep children that are not old enough to enroll in a day care center. Your community needs you.

If interested call United Day Care Services, Family Day Care Home Unit 273-9451 - Extension 3 or 4 for more information.

Be a Family Day Care Mother

with

United Day Care Services'

Family Day Care
Program

Care for Children in
Your Home

HELP

a little child --- your family income --- a working mother

Call UDCS

273-9451
or
378-9481

BASIC REQUIREMENTS FOR BEING A FAMILY DAY CARE MOTHER (UDCS)

The prospective family day care mother must:

-- be age twenty-one or over;

-- be dependable (furnish two character references);

-- have a health certificate (clinic);

-- be free from family problems which may be harmful to the interests of children;

-- be free from history of mental or physical disturbances;

-- have a cheerful disposition;

-- enjoy children;

-- be willing to accept the parents of children;

-- be able to read and understand written information related to the program;

-- be able to learn;

-- agree to training before opening a day care home;

-- be able to respond to training;

-- be able to handle emergency situations;

-- be willing to cooperate with United Day Care Services;

-- be able to keep simple records and make reports to family day care unit director and staff; and

-- keep her home free from conditions which would be hazardous to the physical welfare of the children.

REQUIREMENTS FOR FAMILY DAY CARE HOMES (UDCS)

1. Indoor space: 35 square feet per child if more than two children are kept.

2. Outdoor space: 100 square feet per child for all children over 12 months.

3. "Non-climbable"fence at least four feet in height.

4. Health Department approved toilet and bath facilities, including hot water.

5. A cot or bed for each child (not used by family). Cribs with sides for child under 18 months; 300 cubic feet of air space per child for sleeping; two feet between each cot.

6. Screens (protected windows).

7. Locked cabinets for harmful household substances; e.g., dish detergent, cleaning supplies, ammonia, clorox, furniture polish, etc.

8. Adequate heating system capable of maintaining 72 degrees ; ventilation.

9. Floors structurally safe.

10. House free from electrical or fire hazards.

11. Safe equipment for children.

13. Sanitary kitchen facilities -- no portable oil units or anything without a vent.

14. Inspection by county environmental health department (sanitation division) after request from day care home office.

15. Inspection by city fire prevention inspector and city building inspector.

16. Day care home which is rented will require owner's approval, plus approval for installation of fence.

17. Day care home in housing project may need approval by housing authority management.

18. Telephone required.

19. City issues privilege license when fire, building, and sanitation requirements are met.

20. Home is registered with Office of Child Day Care Licensing.

21. Maximum number of children must not exceed five children including day care home mother's own children up to age 14 and no more than two children under the age of two. (This new ruling is not applicable to mothers already serving five children exclusive of their school-age children who were operating under an earlier waiver.)

22. Home is certified by Department of Human Resources, Division of Social Services.

INITIAL CONTACT WITH PROSPECTIVE FAMILY DAY CARE MOTHER

Telephone Interview or Office Visit

Procedures:

1. The recruiting specialist summarizes briefly the "basic requirements for becoming a UDCS family day care mother."
2. Records pertinent information on interview record form.
3. Determines if the prospect has a telephone.
4. Discusses fence requirement.
5. Supplies information about rates, estimate of how much the family day care mother can expect to earn, steps to get home approved, necessary medicals, et cetera.
6. Sets up an appointment for Recruiting Specialist to visit the prospect's home for a personal interview and initial evaluation of the home for city licensing.

RECORD OF TELEPHONE INTERVIEW OR OFFICE VISIT

Name ______________________ Date of Inquiry ____________

Address ____________________

Telephone No. __________________ (own telephone)

__________________ (number where she can be reached)

Age ________

Number of children in the home under 6 _____

Number of children in the home under 14 _____

TOTAL _____

How she became interested in program; referral to program (e.g., a friend, TV announcement, etc.) ______________________________

____

Home: ________ owns ________ rents ________

Fence: ________ has fence

________ would need financial assistance

________ permission to install needed
(from landlord, housing authority, etc.)

Marital status ______________; husband in the home __________

Previous experience caring for children other than her own __________

____

____

Would recommendations be available regarding this experience; if so, through whom ______________________________

____

Educational background (explain need to read to children, keep some records, etc., stress willingness to learn) ______________________

____

Appointment Date and Time ______________________

NOTES: ______________________________

HOME VISIT AND PERSONAL INTERVIEW

Procedures:

1. Discuss prospect's reasons for wanting to become a family day care mother.
2. Observe - - - her ideas about child care
   - - - - how she relates to the children in the home
   - - - - her personality
   - - - - her general appearance
   - - - - the general appearance of the home
3. Discuss UDCS goals and expectations for children.
4. Discuss Policies:
   - a. UDCS Basic Requirements for being a family day care mother.
   - b. UDCS Requirements for family day care homes.
   - c. UDCS Policies for the operation of family day care homes.
   - d. UDCS Special Feod Services feeding program for children in day care.
   - e. UDCS Understandings between a family day care mother and UDCS, Inc.
5. Share family day care home profile.

Notes:

POLICIES FOR THE OPERATION OF FAMILY DAY CARE HOMES (UDCS)

1. Sleeping and educational play equipment will be loaned to the family day care mother.

2. Home emergency supplies will be furnished by UDCS when the home opens, and replaced by the family day care mother as necessary.

3. Bed linens and bath linens are to be supplied to the family day care mother and are to be laundered by the family day care mother. When a child leaves the home, the family day care mother should launder the child's linens and return them to the director.

4. The mother of each infant will furnish:
    a. formula
    b. baby food
    c. diapers
    d. powder
    e. baby soap
    f. comb
    g. brush
    h. complete change of clothing

5. Mothers of older children will furnish diapers, training pants, comb and other necessary articles of clothing so that a change is always in the home for the child.

6. Food will be delivered to the day care homes from the central kitchen. Daily attendance records and a record of each meal delivered to the home are kept by the family day care mother. At the end of the month these records are sent to the central office. Central kitchen is reimbursed for food on the basis of the children's attendance data. Meals and snacks are provided for children only.

7. The director of the family day care unit will visit the day care home frequently to evaluate the care given the children by the family day care mother and to offer her assistance and support.

8. When a child becomes ill during the day in the day care home, he is to be isolated from the other children. His mother or father is to be contacted and arrangements made for him to go home. He needs to be free of fever for twenty-four hours before returning to the day care home.

9. When the family day care mother is ill, the director of the family day care unit is to be notified and the home closed for the duration of the illness, unless the family day care mother can be isolated within the home and a substitute mother secured to care for the children. If not, the children in care will be placed in an emergency day care home until the family day care mother can resume her duties. The family day care mother is given five sick leave days per year.

10. Arrangements for vacation time for the family day care mother are to be made with the director and with the parents. The family day care mother will receive payment for the days the home is closed if she has been with the agency for one year. Children will be placed in the certified emergency day care home when the family day care mother is on vacation.

11. Fees for care are: $18.50 per child full time and $10.00 after school. The full fee will be charged for any week during which the child is enrolled. Therefore, if the child is enrolled and does not attend, for any reason, the regular fee is still required. The cost of having a space available for the child continues regardless of whether the child attends. A holding fee of $9.25 will be charged parents during their vacation time. Parents will be allowed two vacation weeks in one twelve month period.

12. The family day care mother will be paid on a per child basis. She will receive 2/3 of the total fee ($18.50) per child receiving care. A check will be issued from the United Day Care Services Central Office every two weeks and will be her earnings for the prior two weeks. The family day care mother's earnings will increase $1.00 per child per week at the end of one year's continuous operation. Full time - 2/3 of $18.50 = $12.50 per child per week; after-school - 2/3 of $10.00 = $6.50 per child per week.

13. Holidays - family day care homes will be closed on New Year's Day, Easter Monday, July Fourth, Labor Day, Thanksgiving Day, the day before Christmas, Christmas Day, and the day after Christmas. The family day care mother will be paid for these holidays.

14. Family day care mothers have the privilege of deciding what age children they will accept in the home, and what hours they will provide care.

15. Hours - Hours of care are to be arranged by the family day care mother with the assistance of the director. A day is considered to be no more than nine hours. Parents are expected to bring and pick up children at the times agreed upon in the placement visit, unless the family day care mother has been called by the parents and has agreed to a change. Parents who do not pick up the child at the time set for departure, may be charged for overtime at the rate of $1.00 per hour or any portion of an hour. The payment for overtime will go to the family day care mother. The family day care mother may refuse to accept a child who is brought before the time set in the original agreement. Any difficulties should be referred to the director. The family day care mother may also refuse to accept a child if the parent is habitually late picking the child up.

16. The children receiving care in day care homes of United Day Care Services are covered by accident insurance while in the home and while on the way to and from the day care home. This coverage will pay all the child's accident-related medical expenses. This does not replace any hospitalization coverage parents may have.

17. A toy demonstrator will visit the home twice a month. The toy exchange will be scheduled every two weeks and the schedule mailed to each family day care mother. Toys are to be washed, dried, placed in plastic bags or boxes and ready to be picked up by your toy demonstrator. Toys that need mending should be reported at the time of exchange.

18. Daily care records are to be kept for at least three months after placement of a child under one year of age. This record may be stopped after the child is a year old. Daily attendance is kept and reported to the day care home secretary when she calls to do the food service report for the daily food delivery and for the end of the month reports.

19. Medical examinations of the day care home family members must be renewed once each year. Medical examinations of day care children under one year must be renewed every four months and renewed once a year for children over one year of age.

20. The care of the children should come before housekeeping chores.

21. The child's folder should include:

    a. application
    b. personal history
    c. medical form
    d. contact and emergency card
    e. daily care record for children under one year
    f. schedule for sleeping and eating

22. The family day care mother's notebook should include:

    a. medical certificates for herself and family
    b. copy of permission for sanitation inspection
    c. city privilege license
    d. state DSS certification form
    e. copy of permission from Housing Authority, if applicable
    f. copy of agreement with United Day Care Services
    g. children's attendance record
    h. record of supplies and equipment loaned by United Day Care Services (date received and date returned)
    i. policies for family day care homes
    j. food records for milk delivery and lunch delivery and for breakfasts and snacks served
    k. memos from day care home director
    l. registration with Office of Child Day Care Licensing

23. Medication may be given to a child only when there is written permission from the child's parents and the medicine is prescribed by a doctor.

24. The Education Specialist will visit the day care home at least once a month for in-service training of the family day care mother.

25. When the family day care mother decides to terminate her agreement with United Day Care Services, she must give the director a two weeks' notice. Parents are to be notified by the family day care office and arrangements made for the care of children. The last day of care should be Friday, and equipment should be cleaned and made ready for pick-up on Monday.

SPECIAL FOOD SERVICES FEEDING PROGRAM FOR CHILDREN IN DAY CARE (UDCS)

Children who are not on baby foods and formula will be fed from the UDCS central kitchen. The family day care mother will receive from the agency dietician four weeks' lunch menus as well as suggestions for breakfast and snacks. Lunches and milk will be delivered each day to the family day care home. Additional juice, crackers, etc. which are listed on the menus for the family day care mother to prepare and serve at breakfast and afternoon snack time will be delivered twice a month from the central warehouse. (No lunches or other foods are to be used by adults.)

The attendance records kept by the family day care mother and the family day care secretary will be used as a means of validating the number of children's meals and snacks the mother requests during the week for agency reimbursement records. Each family day care mother telephones the family day care unit secretary to place her lunch order each day, and she must place the order by 9:30 a.m.

During the training session before the home is opened and during in-service training, the family day care staff and dietician will work closely with the family day care mother to guarantee that nutrition education is an important component of the program. Parents will be involved through shared information and activities. The menus will be posted where the family day care mother can easily call the attention of the parents to the kinds of foods being served to their children. It will be the responsibility of the agency dietician to work closely with family day care mothers to help them insure sound, nutritionally balanced meals for the children and to help them in sharing nutrition information with parents.

All reimbursements for food are made directly to the agency from the Special Food Services program.

UNITED DAY CARE SERVICES • • • TEACHER'S ROLL AND RECORD SHEET . . . CENTER ______ TEACHER ______ DATE ______

	WED			THUR			FRI			MON			TUE			WED			THUR			FRI			MON			TUE			WED			THUR		
LIST CHILDREN	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S
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3. Visitors who pay cash																																				
4. Visitors who do not pay																																				
5.																																				
6.																																				
TOTAL																																				

12/20/71 Approved in Raleigh, N. C.
5/6/74 Revised

UNITED DAY CARE SERVICES • • • TEACHER'S ROLL AND RECORD SHEET . . . CENTER ______________ TEACHER ______________ DATE ______________

	MON			TUE			WED			THUR			FRI			MON			TUE			WED			THUR			FRI			MON			TUE		
LIST CHILDREN	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S
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3. Visitors who pay cash																																				
4. Visitors who do not pay																																				
5.																																				
6.																																				
TOTAL																																				

5/6/74 Revised

SECRETARY'S RECORD

Daily Meals Day Care Homes

Date	Green	Brown	Roberts	Thomas	Edwards	TOTAL

BASIC UNDERSTANDINGS BETWEEN A FAMILY DAY CARE MOTHER
AND
UNITED DAY CARE SERVICES, INC.

The undersigned parties agree to become associated with United Day Care Services, Inc., for the purpose of operating a family day care home in Guilford County, North Carolina. The home is to be operated in accordance with the existing policies and procedures, which will include at least the following:

The family day care mother will:

-- provide facilities which meet the privilege licensing requirements of the City of Greensboro, North Carolina.

-- provide facilities that meet requirements for certification by the North Carolina State Department of Human Resources, Division of Social Services.

-- register the home with the Office of Child Day Care Licensing, Raleigh, North Carolina.

-- take training required by United Day Care Services.

— care only for children placed in her home by United Day Care Services

-- keep necessary records in a file for each child.

-- launder sheets, blankets and towels used by children.

-- prepare and serve breakfasts and afternoon snacks, and serve and supervise lunch for children eating table food.

-- cooperate with the family day care director of United Day Care Services.

— be willing to work with and respond to the Educational Specialist and participate in agency in-service training and related activities which will enhance her capabilities as a family day care mother.

-- be willing to take suggestions from and cooperate with the Toy Demonstrators.

-- be responsible for safety of children while they are in the home, remembering never to leave any child alone at any time in the home or in a parked car.

-- keep necessary records in a file on herself and each family member, (including city privilege license, inspection records, state certification, registration forms and medical examinations).

-- if the agency is involved in research related to children and day care, she will cooperate with the research effort. When notified in advance by the director that the agency has approved a research effort she may, for example, be asked to admit a researcher to administer a test to a child, and to answer questions about the child's development.

-- she will not object to having pictures made of the children and her name.

-- she will permit visits and observations by guests of the agency who are interested in children and studying family day care.

-- give at least two weeks notice before closing her home or terminating her affiliation with United Day Care Services.

-- pay balance of any loan within 30 days of termination, or agree to remain active in the program until the loan has been repaid.

United Day Care Services will:

- pay the family day care mother $12.50 per week for each child placed in her home. An additional one dollar ($1.00) is added to this amount for each child after the family day care mother has been with the agency for a year.
- loan basic equipment and materials necessary for the operation of the day care home.
- be responsible for working with parents who present problems in regard to fee payments.
- provide supervision and guidance which will support the family day care program and the mother in her service to children and families.
- register the family day care home with the Office of Child Day Care Licensing, Raleigh, North Carolina.
- provide substitute care for children in her care when the family day care mother is ill, on vacation, or has an emergency situation.
- be responsible for handling accident insurance when the children have an accident in the day care home or in route to and from the day care home.

PAID HOLIDAYS: The following holidays will be observed: New Year's Day, Easter Monday, Fourth of July, Labor Day, Thanksgiving Day, the day before Christmas, Christmas Day, and the day after Christmas. When any of these holidays fall on Sunday and are observed as legal holidays on Monday, they will be observed by United Day Care Services personnel on Monday also.

PAID VACATION: After one year of employment all family day care mothers will be given one week paid vacation. This vacation week may be taken at a time agreed upon by the family day care mother and the director.

PAID SICK LEAVE: After one year of employment all family day care mothers will be granted five paid sick leave days a year. Sick leave shall not be carried over from one year to another.

Sick leave may also be taken for the following reasons:

> Sickness in the immediate family. The immediate family shall be defined as mother, father, husband, wife, child or any relative that lives in the home.
>
> Death in the family: not more than three days may be taken. Family shall be defined as husband, wife, child parent, brother, sister, mother, father, mother-in-law, father-in-law or grandparents.

Any days taken other than those specified above will be considered leave without pay.

It is understood by both parties that a family day care mother is an agency affiliate, but she is not an agency employee.

SIGNATURE:

FAMILY DAY CARE MOTHER ______________________________

ADDRESS ______________________________

____

____

UDCS FAMILY DAY CARE DIRECTOR

____

UDCS EXECUTIVE DIRECTOR

SECTION IV. PROCEDURES FOR OPENING A FAMILY DAY CARE HOME

A. Application for Affiliation with United Day Care Services' Family Day Care Unit

B. The Family Day Care Mother's Responsibilities

C. Forms

   1. Family Day Care Medical Report (adapted from the Department of Human Resources form)

   2. Fence Loan Agreement

   3. Payment Record for Loan

   4. Permission to Operate a Family Day Care Home

   5. Sanitation Inspection Permission

D. Administrative Staff (UDCS) Responsibilities

E. Forms:

   1. Reference

   2. Application for a Privilege License (office copy)

   3. Copy of a Privilege License

   4. Building Inspection Report Form Day Care Facilities for Children

   5. Permanent Inspection Form - Greensboro Fire Prevention Bureau

   6. Sanitation Inspection Report Form - Family Day Care of UDCS

7. Request for Certification by Department of Social Services
8. Notice of Certification to County Department
9. Letter of Certification to Family Day Care Mother
10. Certificate of Approval (Department of Human Resources)
11. North Carolina Child Day Care Licensing Board Response to Registration Inquiry*
12. Child Day Care Registration or Licensing
13. Checklist (UDCS Central Office) for each prospective family day care mother and her home

F. In-House Register of Family Day Care Homes (A Notebook)

  1. Day Care Home Register (Information Sheet)
  2. Day Care Homes Admission Slip

G. Equipment and Supplies

H. Emergency Supply Kit

I. Procedure for Terminating a Family Day Care Home

*Each state may have different requirements for licensing or certification; check with the appropriate agency for your state.

APPLICATION FOR AFFILIATION WITH UDCS AS A FAMILY DAY CARE MOTHER

United Day Care Services
808 North Elm Street
Greensboro, North Carolina 27401

Today's Date: ____________________

Social Security Number: ____________________

1. NAME: (Mr., Mrs., Miss, Ms.,) ____________________ (Last) (First) (Middle)
2. ADDRESS: ____________________ PHONE: __________
3. AGE: _______ SEX: _______ DATE OF BIRTH: __________ HEIGHT: _______ WEIGHT: _______
4. DATE OF LAST PHYSICAL EXAMINATION: __________ ANY PHYSICAL HANDICAPS? _______
5. SERIOUS PHYSICAL OR MENTAL ILLNESS WITHIN THE PAST FIVE YEARS: __________
6. IN CASE OF EMERGENCY, NOTIFY: ____________________
7. RELATIONSHIP: ____________________ PHONE: __________
8. MARITAL STATUS: __________ NAME OF SPOUSE, IF MARRIED: __________
9. IS SPOUSE EMPLOYED? _____ BY WHOM? __________ POSITION: __________
10. NUMBER OF CHILDREN: _____ WHO CARES FOR THEM WHILE YOU WORK: __________
11. POSITION APPLIED FOR (Circle one): TEACHER ASSISTANT TEACHER ADMINISTRATIVE CLERICAL FOOD SERVICE MAINTENANCE SUMMER CAMP SPECIALIST (State area): __________
12. WHEN AVAILABLE TO BEGIN WORK: __________ SALARY EXPECTED: __________
13. ARE YOU NOW EMPLOYED? _______ IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER? _______
14. FIELDS OF WORK FOR WHICH YOU ARE LICENSED, REGISTERED, OR CERTIFIED (Give dates): __________
15. IF APPLYING FOR CLERICAL POSITION, LIST OFFICE MACHINES AND PROCEDURES WITH WHICH YOU ARE FAMILIAR, AND PROFIENCY: __________
16. EDUCATIONAL BACKGROUND:

	NAME AND LOCATION OF SCHOOL	DATES FROM	DATES TO	GRADUATE? IF NOT, WHY?
Elementary, High School, or GED				
Vocational				
College (Major)				
Graduate School (Major)				

16. EMPLOYMENT RECORD: Include summer and volunteer employment. List most recent employer first.

NAME, COMPLETE ADDRESS, PHONE OF PREVIOUS EMPLOYERS:	DATES		KIND OF WORK AND NAME OF SUPERVISOR	SALARY	REASON FOR LEAVING
	FROM	TO			
1.					
2.					
3.					
4.					

17. REFERENCES: Do not use relatives as references. Use COMPLETE addresses.

NAME	COMPLETE ADDRESS(include zip code)	PHONE NO.	OCCUPATION
BUSINESS: (Former Employer, etc.) 1.			
CHARACTER: 2.			
CHARACTER: 3.			

18. SPECIAL SKILLS OR INTERESTS (if desired, attach a second sheet including any other pertinent information you would like us to know about yourself): ____________________

____

19. ORGANIZATIONS TO WHICH YOU BELONG: ____________________

20. HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY POSITION? ______ IF YES, PLEASE EXPLAIN: ____________________

21. WHO SUGGESTED YOU MAKE APPLICATION WITH UNITED DAY CARE SERVICES? ____________________

Information furnished will be treated as confidential data. All employees are accepted for employment on a temporary basis with a probationary period of six months during which time they may be terminated without advance notice.

PLEASE READ CAREFULLY:

I hereby certify that all answers and statements in this application are true. I understand that any misrepresentation or omission of information will void this application or be cause for dismissal, if employed.

REVISED: 8/26/74
LGP/lmw

____
(Signature of Applicant)

THE FAMILY DAY CARE MOTHER'S RESPONSIBILITIES

1. Discuss and begin implementation of:
    a) Application for affiliation with United Day Care Services, including references
    b) Medical report for family day care mother and her family
    c) Fence Loan Agreement and Payment Record (fence or telephone)
    d) Request for sanitation inspection in writing
2. Discuss and begin implementation of:
    a) City privilege license and inspections
    b) North Carolina Department of Human Resources, Division of Social Services' certification
    c) North Carolina Office of Child Day Care Licensing registration
3. Checklist

FAMILY DAY CARE MEDICAL REPORT

Name ______________________________ Age ______

Address ______________________________

The person named above will be providing day care for young children. The day care facility is certified by the Department of Social Services. In order to protect both the staff and the children receiving care in the facility, the sponsoring agency must have medical information of the persons caring for children or employed in the day care program. The information is maintained in the day care facility by the owner/director as evidence that the person is free of any illness, including communicable disease, and has no emotional or mental problems detrimental to child care.

This person has given the licensing agency permission to obtain his medical record.

HISTORY OF ILLNESS:	Yes*	No		Yes*	No
Tuberculosis or other pulmonary defects			Fainting and Dizzy Spells		
Venereal Disease			Hypertension		
Typhoid Fever			Heart Trouble		
Fits or Convulsions			Serious Defects of Bones & Joints		
Mental or Emotional Disturbance			Other Chronic Diseases		

Date patient was last examined ______________

Chest X-ray ______________________ Date ______________

Findings ______________________________

____

*Remarks ______________________________

____

____

Please comment on any physical, mental, or emotional condition apparent from your examination or knowledge of the above named person which might affect his own well-being or that of children in his care. ______________

____

____

Date ______________ Signed ______________________ M.D.

FENCE LOAN AGREEMENT

United Day Care Services, Inc., Greensboro, North Carolina has advanced the undersigned the sum of ____________________( ) for the purpose of erecting a fence upon the premises at ____________ __________________________________, Greensboro, North Carolina enclosing an area which shall be used by them in connection with the day care of children with them pursuant to the program policies of United Day Care Services, Inc. This note is given for the repayment of said loan and the schedule of payment is based upon the number of children in day care on the premises of the undersigned; provided, however, that it is agreed that this note shall be paid in amounts not less that $5.00 per week until paid in full.

I promise to pay United Day Care Services, Inc. of Greensboro, North Carolina the just and full sum of ____________________ ( ) which includes 5 percent interest per annum. Said loan shall be paid as follows:

A. $5.00 per week for the first two children placed in the home of the undersigned by United Day Care Services, Inc., $10.00 per week for four or more children. Said payments are to be deducted by United Day Care Services, Inc. from proceeds of charges made and collected by the agency from the account of the undersigned in compensation for children cared for in day care.

I agree that the fence erected on ____________________________________, Greensboro, North Carolina for use in day care of children shall remain the property of United Day Care Services, Inc. until the full sum of ___________________________________ ( ) is paid.

I agree to stay with the program until the fence loan is paid. Should unusual or extunuating circumstances cause me to terminate my agreement with United Day Care Services, Inc., the fence must be paid for within thirty days or said fence will be removed from premises.

Carl Staley, Executive Director
United Day Care Services, Inc.

Family Day Care Home Mother

Date

PAYMENT RECORD FOR LOAN: Fence, Telephone, or Special Request*

Family Day
Care Mother ____________________

______________Date

__________ Amount

DATE	AMOUNT	PRINCIPAL LEFT

*Record kept by UDCS bookkeeper

When the family day care mother does not own her own home, the following form is necessary:

PERMISSION TO OPERATE A FAMILY DAY CARE HOME

Permission is granted to:

(name of family day care mother) (address)

to operate a city licensed family day care home in her residence at the above address under the supervision of United Day Care Services. It is understood that the family day care mother may meet the city licensing requirements for an outdoor play area by installing a four-foot chain link fence to enclose an agreed upon area.

MANAGER/OWNER

HOME

DATE

SANITATION INSPECTION PERMISSION

I ______________________________ and ______________________________

on this ____________ day of ______________________________19 ________

give our permission for our house located at ______________________ Greensboro, North Carolina, to be inspected by the Sanitation Division, Guilford County Department of Environmental Health for the purpose of receiving a city privilege license required for the care of children in our home with the supervision of United Day Care Services, Inc.

ADMINISTRATIVE STAFF (UDCS) RESPONSIBILITIES

1. Mail requests for references.

2. Mail to City Tax Department an application for a city privilege license.

3. Mail to sanitation inspector (in county environmental health department) a signed statement from the prospective day care mother requesting inspection. (This procedure guarantees the inspector that the request has the approval of the family day care mother and her husband.)

4. Apply for certification using Department of Social Services' form.

    a. Work closely with the local Department of Social Services' day care consultant and DSS supervisor to provide information;

    b. After the Department of Social Services' office receives application for certification of the home notify prospective family day care mother that the local DSS day care consultant will visit the home.

5. Notify local county Department of Social Services' day care supervisor that the home is in process in order for her to notify caseworkers to begin to screen children for placement in the home when ready.

6. Follow-up to be sure all inspections are completed and in the hands of the DSS day care consultant. This is mandatory for final written certification and placement of children. (Verbal approval may be given by the day care consultant to the agency director of the Day Care Home Unit to facilitate opening before signed approvals are returned from the State office.)

7. Apply for Office of Child Day Care Licensing registration form.

8. Mail to the Office of Child Day Care Licensing registration or when completed.

REFERENCE

________________________________has applied to United Day Care Services to become affiliated with the agency's Family Day Care Unit as a family day care mother. In this position she would be responsible for the care of the children including her own children up to 14 years of age. Your name has been given by the applicant as a character reference.

We would appreciate your placing a check mark in the proper column beside each characteristic listed below. Please add a brief comment that expresses your opinion of the applicant's ability to work as a competent family day care mother.

Your opinions will be held in the strictest confidence. Please use the enclosed envelope and return this form as soon as possible.

Sincerely,

Director, Family Day Care Unit

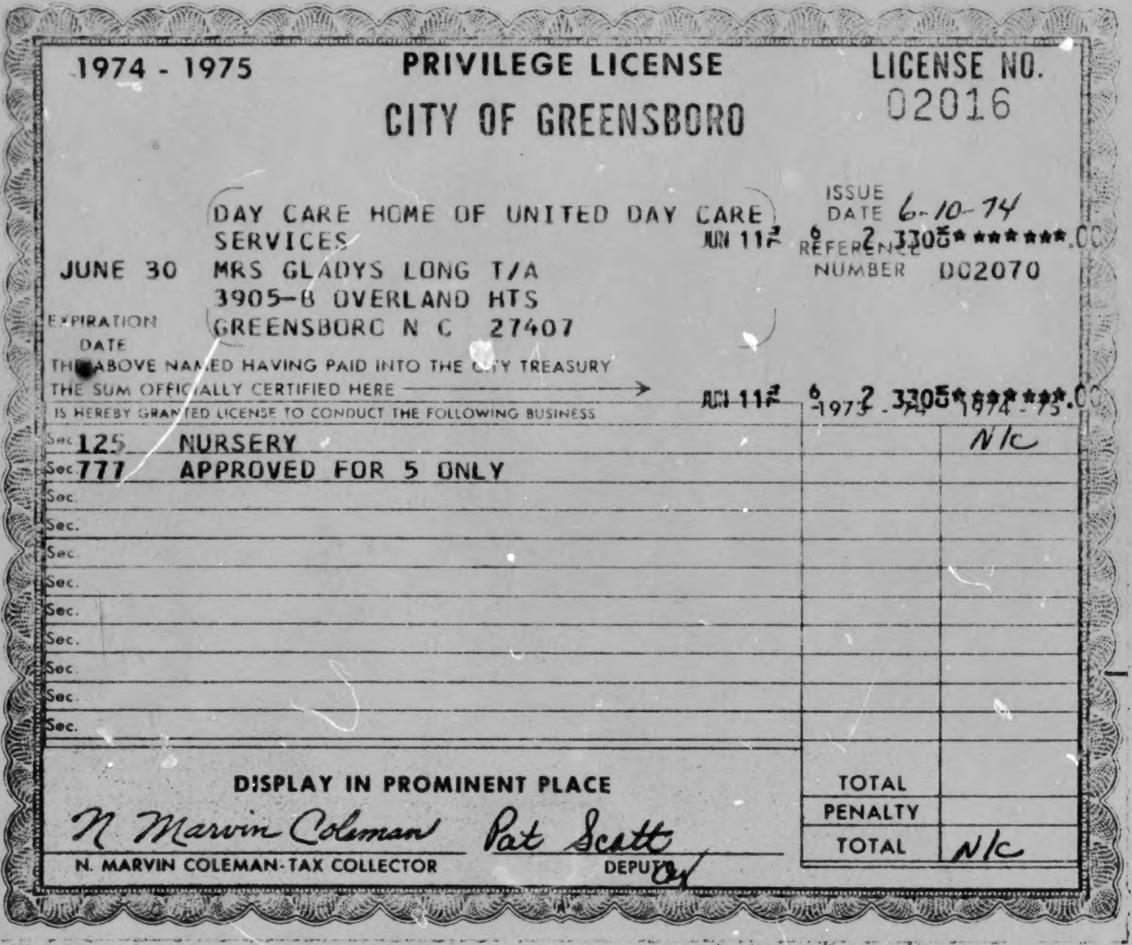
Enclosure: Stamped return envelope

	Very Acceptable	Satisfactory	Unsatisfactory
Enjoys children			
Free from personal problems which may be harmful to children			
Dependable			
Cheerful disposition			
Able to get along with neighbors			
Neat in appearance			
Willing to work			
Intelligent; willing to learn			

Additional comments:

How long have you known the applicant? ________________________________

Do you think that she would be a good family day care mother for one of your children? ________________________________



1974 - 1975 **PRIVILEGE LICENSE** LICENSE NO. 02016

CITY OF GREENSBORO

ISSUE DATE 6-10-74

JUN 11 74 6 2 3305*********.00

REFERENCE NUMBER D02070

DAY CARE HOME OF UNITED DAY CARE
SERVICES
MRS GLADYS LONG T/A
3905-B OVERLAND HTS
GREENSBORO N C 27407

EXPIRATION DATE JUNE 30

THE ABOVE NAMED HAVING PAID INTO THE CITY TREASURY THE SUM OFFICIALLY CERTIFIED HERE → JUN 11 74 6 2 3305*********.00

IS HEREBY GRANTED LICENSE TO CONDUCT THE FOLLOWING BUSINESS

		1973-74	1974-75
Sec. 125	NURSERY		N/c
Sec. 777	APPROVED FOR 5 ONLY		
Sec.			
Sec.			
Sec.			
Sec.			
Sec.			
Sec.			
Sec.			
Sec.			
Sec.			

TOTAL	
PENALTY	
TOTAL	N/c

DISPLAY IN PROMINENT PLACE

N Marvin Coleman
N. MARVIN COLEMAN-TAX COLLECTOR

Pat Scott
DEPUTY

1808

CITY OF GREENSBORO

NORTH CAROLINA

APPLICATION FOR PRIVILEGE LICENSE

THE YEAR BEGINNING JULY 1, 19__

OFFICE COPY
DO NOT REMOVE

Date____________, 19___

Name of Business____

Local Business Address____
Zip Code

Mailing Address____
Zip Code

The Following Information Must Be Furnished Before License Will Be Issued:
(Please Print Or Type)

Check One: Individual____ Partnership____ Corporation____

If Individual Or Partnership, List Name(s) And Address(es); If Corporation, Name And Address Of President And Secretary.

(A)____

(B)____

Telephone Number: Business______________ Other______________

Does Firm Own Building?_______ If Leased, From Whom Leased?____________________

Give In Detail The Nature Of Business____

____

____

Are There Mechanical Rides, Vending, Music Or Pinball Machines On The Premises?
Yes____ No____

List The Quanity And Type Of Machine____

____

Owner Of Machines____

Date Business Year Begins?____________________ Number Of Employees________

If New Business, State The Exact Date Operation Began__________________________

TO CONDUCT THE FOLLOWING BUSINESS:

120B___Retail Merchant......Gross Sales $__________ _____to_____ (Sales period-date) $________

120C___Wholesale Merchant...Gross Sales $__________ _____to_____ (Sales period-date) $________

66 ___Tobacco...$________

633___Soft Drinks...$________

46 ___Restaurant..........No. of Seats..........................$________

76C___Ice Cream...$________

____ $________

____ $________

____ $________

Bond Needed? Yes____ No____ Amount $__________

____% Penalty $________

TOTAL $________

The Gross Sales for period reported includes both cash and credit sales and are true to the best of my knowledge and belief.

FIRM NAME____________________________

By_________________________________
Officer or Owner (State Official Capacity)

* * * * * * *

OFFICE USE ONLY

Zoning: Approved____ Denied____
Remarks________________ By____________________ Date______________

Other: Remarks________________ By____________________ Date______________

License #________ Date Issued______________

CITY OF GREENSBORO TAX DEPARTMENT
LICENSE DIVISION
POST OFFICE DRAWER W-2
GREENSBORO, NORTH CAROLINA 27402

DSS-CW-215
7-1-70

APPENDIX G

BUILDING INSPECTION REPORT
DAY CARE FACILITIES FOR CHILDREN

____
County

______________________ ______________________
Name of Facility Person in Charge

______________________ ______________________
Address (Street or Route) City

NOTE TO INSPECTOR:

The North Carolina Department of Social Services provides a voluntary licensing service for day care facilities. Requirements for licensing state that the physical facility used for day care shall be approved by the local Building Inspection Department having jurisdiction before a license can be issued. A copy of the Building Inspection Report is transmitted to the State Department of Social Services where it is retained as a part of the facility record.

In areas where the responsibility for building inspection is delegated to the Fire Department or other officials, the appropriate person shall complete the form.

Please check the type of facility being inspected (A, B or C below). If the building is not approved, under "Remarks" specify the changes which must be made. This space may also be used for any other comments.

A. Family Day Care Home ☐ Approved ☐ Disapproved ☐
(5 or less children)

Remarks:

B. Small Group Home ☐ Approved ☐ Disapproved ☐
(6 to 15 children)

Remarks:

C. Day Care Center ☐ Approved ☐ Disapproved ☐
(16 or more children)

Remarks:

______________________ ______________________
Date of Inspection Name and Title of Building Inspector

The Building Inspection Report form is to be prepared in triplicate--one copy retained by Building Inspector, one copy to operator, and one copy to Day Care Unit, North Carolina Department of Social Services, P. O. Box 2599, Raleigh, N. C. 27602.

North Carolina Department of Social Services

PERMANENT INSPECTION FORM
GREENSBORO FIRE PREVENTION BUREAU
GREENSBORO, N. C.

DATE ____________________

BUILDING USED FOR: ( ) NURSERY, ( ) DAY CARE HOME, ( ) KINDERGARTEN

NAME OF BUSINESS ____________________

LOCATION ____________________

OWNER ____________________ BUS. MGR. ____________________

ADDRESS ____________________ ADDRESS ____________________

PHONE ____________________ PHONE ____________________

LICENSED BY: ( ) APPLYING FOR LICENSE, ( ) CITY, ( ) STATE

PROPERLY ZONED: ( ) YES, ( ) NO

NO. CARED FOR _____ NO. ADULT SUP. ____ AGE RANGE __________

HOURS KEPT _______ CONSTRUCTION __________ STORIES _______ BASEMENT ________

ATTIC ________ FENCED __________ WIDTH OF CORRIDORS _________

NO. OF EXITS ____________ DO EXIT DOORS SWING OUT: ( ) YES, ( ) NO

ONE HOUR RATED: FURNACE ROOM ________ CEILINGS __________
FLOORS ________ PARTITIONS ________

TYPE OF HEAT ____________________

NO. FIRE EXTINGUISHERS _______ TYPE: A ( ), BC ( )

APPROVED FIRE ALARM SYSTEM ____________________

RECOMMENDATIONS: ____________________

____

____

REMARKS: ____________________

____

INSPECTOR ____________________ BUS.MGR. ____________________

RECHECKED ____________________ CORRECTED ____________________

96

DSS-
Revised 12-6-72

SANITARY INSPECTION REPORT

on

FAMILY DAY CARE HOMES OF UNITED DAY CARE SERVICES

as required by the

NORTH CAROLINA STATE DEPARTMENT OF SOCIAL SERVICES

Name of home: ____________________

Address of home: ____________________

____

Date of inspection ____________________ 19____

I. Water supply:
Source ____________________

____

II. Sewage disposal:
Method: ____________________

____

III. Gargage disposal:
Method: ____________________

____

IV. General sanitary condition of home:

a. Play room ____________________

b. Bathroom ____________________

c. Bedroom ____________________

d. Screens (windows and doors) ____________________

e. General cleanliness of house ____________________

f. Floors ____________________

(over)

g. Surroundings:

1. Backyard____________________

2. Front yard____________________

3. Porch____________________

V. Sanitary condition of kitchen:

a. Floors____________________

b. Stove____________________

c. Sink and cabinet____________________

d. Refrigerator:

1. Adequate____________________

2. Temperature____________________

3. Thermoneter____________________

e. Food storage____________________

f. Milk supply____________________

VI. Vermin control____________________

VII. Recommendation for home ____________________

____

VIII. Sanitation status of the home:

a. Meets all accepted standards.................................... ________

b. Below standards, but acceptable while recommendations are being carried out..________

c. Not acceptable..________

____________________ Health Department

BY:____________________

TITLE:____________________

9

DSS-CW-210
Rev. 10-1-71

REQUEST FOR CERTIFICATION

Date ____________________

County ____________________

TO: Day Care Services Unit
State Department of Social Services
P. O. Box 2599
Raleigh, North Carolina 27602

The following information is submitted as evidence of my intent to provide child day care to families whose children are eligible to receive services purchased or provided by the Department of Social Services. As further evidence of my intent, I have reviewed the requirements for certification and understand my responsibility (1) to develop and maintain standards of child care which are prescribed by the State Department of Social Services, and (2) to comply with legal requirements for license set by the Child Day Care Licensing Board and/or local ordinances regulating child day care facilities.

A. Name of Facility ____________________ Telephone ____________

Location ____________________

B. Name of Applicant ____________________

Mailing Address ____________________

C. Type of Organizational Structure (check one) ______ proprietary (commercial) ______ group sponsored (non-profit)

If group sponsored:

Name of Sponsoring Organization ____________________

Address ____________________ Telephone ____________

Name of Chairman of the Board of Directors ____________________

Address ____________________ Telephone ____________

[illegible]re completing this application (Items I - VI), you may wish to discuss your situation with a representative of the department. If so, write or call (Area Code 919, Telephone 829-3818) and ask to talk with the Supervisor.

I. Number of children to be given care ________ Age range ______ to ______

Hours open ______ to ______ Number of days per week ______ Will fees be charged? ______

II. Give a statement of your purpose for offering this service: ____________________

III. Give a description of program and activities designed to accomplish the above stated purpose: ____________________

(over)

IV. Description of the building to be used

Check where applicable: ☐ House occupied by family. How many rooms: ________

☐ House not occupied by family. Amount of indoor space: ________ sq. ft.

☐ Institutional Building — ☐ New ☐ Renovated

Comments: ____

____

____

____

V. Has building already been inspected by local officials? ________

If yes, check where applicable: ☐ By Building Inspection Department. Date ________

☐ By Fire Department. Date ________

☐ By Health Department. Date ________

If not, the department will request this be done at a later date when you are ready for the inspections to be made.

VI. References: If sponsored by a non-profit organization, list three members of the board; otherwise, list three non-relative references who know you, members of your family, and who will serve as references.

1. ________ (Name) ________ (Street) ________ (Town and State)

2. ________ (Name) ________ (Street) ________ (Town and State)

3. ________ (Name) ________ (Street) ________ (Town and State)

I wish my program and facility certified to receive Federal, State, and local funds authorized under the Social Security Act, Title IV-A and B, as a

(check one)

☐ Family Day Care Home

☐ Small Group Day Care Home

☐ Day Care Center

and, therefore, agree to accept any child for services without discrimination on basis of his race, color, creed, or religion.

____
(Signature of Applicant)

STATE OF NORTH CAROLINA
DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SOCIAL SERVICES
325 N. SALISBURY STREET RALEIGH 27611

JAMES E. HOLSHOUSER, JR.
GOVERNOR

DAVID T. FLAHERTY
SECRETARY

RENEE WESTCOTT
DIRECTOR

IN REPLY REFER TO CODE WFC

TO: Guilford County Department of Social Services

ATTENTION: Ms. Ilene Autry, Day Care Coordinator

FROM: Mrs. Joan C. Holland, Head, Children's Services Branch

DATE: December 11, 1974

THIS NOTICE IS TO CERTIFY THAT THIS FACILITY HAS BEEN APPROVED TO PARTICIPATE IN THE STATE'S PURCHASE OF DAY CARE PROGRAM

CERTIFICATION FOR: Emergency Day Care Home of United Day Care Services
Mrs. Linda Funderburk, Director
808 North Elm Street, Greensboro Certificate No. 00478
Location: 1811 Joyce Street, Greensboro
For 5 children from infancy through 12 years

☒ The above day care facility is certified to receive Federal, State, and County funds under the Purchase of Day Care Services Program

Certification is effective December 1, 1974

Daily Rate $ 3.70

Weekly Rate $ 18.50

Monthly Rate $ 80.00

Any change in the above rates which the County Department of Social Services pays for child care must be approved prior to the date the change goes into effect. The Day Care Consultant will need to approve any change, and the County Department must also agree to the increase in rate as such changes involve the County Department of Social Services' ability to pay through its budgeted funds for day care.

☐ The above day care facility is a Special Project Day Care Facility.

☐ The above day care facility is a County DSS supervised day care facility.

☐ The above day care facility is a County DSS operated day care facility.

Certification is effective ________

Remarks: ________

cc: F&B, SR, DCC, Day Care Facility CCDCL

STATE OF NORTH CAROLINA
DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SOCIAL SERVICES
325 N. SALISBURY STREET RALEIGH 27611

JAMES E. HOLSHOUSER, JR.
GOVERNOR

DAVID T. FLAHERTY
SECRETARY

RENEE P. HILL
DIRECTOR

January 7, 1975

IN REPLY REFER TO CODE FCS

Mr. Carl C. Staley, Executive Director
United Day Care Services
808 North Elm Street
Greensboro, North Carolina 27401

Re: Emergency Day Care Home by
Mrs. Linda Funderburk
Certificate of Approval #00478

Dear Mr. Staley:

The State Division of Social Services is pleased to issue the enclosed Certificate of Approval certifying that Emergency Day Care Home meets State and Federal standards for child care necessary for receipt of day care funds administered by State and county Departments of Social Services.

Approval is for the care of no more than five children, infancy through twelve years of age, and is effective December 1, 1974. The approved rate of payment is $80.00 per child per month.

The Certificate of Approval remains effective until either terminated at your request or revoked by this agency for failure to meet the provisions agreed upon when the facility was certified. Any changes in the program, such as serving additional children, reducing staff number, or moving to a new location, must not be implemented without prior consultation with your representative from the Day Care Unit. Each certificate is the property of the State Division of Social Services and must be returned to us if certification is revoked or if changes are necessary.

We commend your efforts to provide day care services for the children and families you serve. Please contact the Day Care Unit as assistance is necessary.

Sincerely,

Joan C. Holland

(Mrs.) Joan C. Holland
Head, Children's Services Branch

JCH:FD:cs
Enclosure
cc: Guilford County DSS
Mr. Collie, SR
Mrs. Ritter, DCC
Office of Child Day Care Licensing
Mrs. Linda Funderburk

The Department of Human Resources

State of North Carolina

Certificate of Approval

For Day Care of Children

THE DIVISION OF SOCIAL SERVICES CERTIFIES THAT

Long's Day Care Home of United Day Care Services

AT Greensboro, North Carolina

HAS MET THE FEDERAL DAY CARE REQUIREMENTS FOR THE CARE

OF

5 CHILDREN AGES Infancy THROUGH 6 years

(No more than 2 children under 2 years of age)

THIS 24th DAY OF September, 19 74

Renee L. Hill

Director, Division of Social Services

David T. Flaherty

Secretary, Department of Human Resources

00299

THIS CERTIFICATE REMAINS THE PROPERTY OF THE STATE DEPARTMENT OF HUMAN RESOURCES AND REMAINS EFFECTIVE UNLESS REVOKED FOR CAUSE

Child Day Care Licensing Board
P. O. Box 1190
Raleigh, N. C. 27602

This will acknowledge your inquiry about getting your day care plan registered or facility licensed. The licensing requirements will be mailed to those indicating they will care for six or more children. Please provide the following information:

Name under which facility operates ______________________________

Address of facility ______________________________
Street City County

( ) ______________________
Area Code/Telephone Number

Name of owner (or sponsor) ______________________________

Address of owner (or sponsor) ______________________________
Street City County

( ) ______________________
Area Code Telephone Number

Number of children for which you wish to be registered ____ Licensed ____

Has this facility begun operation? Yes ____ No ____ If "No", when do you expect to begin operation? ______________
Date

Signature of Applicant ______________________________

If you are aware of other operators of day care programs who may not be in compliance with the law, please advise them to call or write us at the above address giving the requested information. Your help will be appreciated.

Sincerely,

John S. Sokol, Director
Child Day Care Licensing Board

JSS/gw

Prepare in Duplicate
OCDCL-001
5-72

CHILD DAY-CARE REGISTRATION OR LICENSING

PLEASE TYPE OR PRINT — KEEP SECOND COPY FOR YOUR FILES

1. ENTER FACILITY IDENTIFICATION NUMBER

2. FOR OFFICE USE ONLY
☐ 1 = ADD____/____/____ ☐ 2 = RENEWAL ☐ 3 = CHANGE ☐ 4 = DELETE
DATE

3. NAME OF DAY-CARE OPERATION (IF ANY)

4. NAME OF DAY-CARE OPERATOR

NOTE: If this is a renewal, enter only the changes in the addresses or telephone number that have occurred since the last registration or licensing

5. MAILING ADDRESS

5A. STREET / P. O. BOX

5B. CITY

5C. STATE

5D. ZIP CODE

6. TELEPHONE NUMBER
Area Code
Number

7. LOCATION ADDRESS (IF DIFFERENT FROM MAILING ADDRESS) ☐ 1. SAME

7A. STREET

7B. CITY

8. ENTER BY THE FOLLOWING AGES, THE TOTAL NUMBER OF CHILDREN FOR WHICH YOU PROVIDE DAY-CARE ON A REGULAR BASIS, INCLUDING PART-TIME, AFTER SCHOOL, ETC. THE TOTAL NUMBER MAY BE GREATER THAN THE NUMBER FOR WHICH YOU ARE LICENSED.

YOUNGER THAN 1 YEAR OLDS	1 YEAR OLDS	2 YEAR OLDS	3 YEAR OLDS	4 YEAR OLDS	5 YEAR OLDS	6 TO 13 YEAR OLDS

9. ENTER THE NUMBER OF CHILDREN FOR WHICH YOU PROVIDE AFTER SCHOOL CARE

10. ENTER THE NUMBER OF CHILDREN FOR WHICH YOU PROVIDE TRANSPORTATION

11. ENTER THE NUMBER OF FULL TIME EMPLOYEES

12. CHECK THE ONE BLOCK THAT BEST DESCRIBES YOUR SPONSOR

☐ 1. Privately Owned
☐ 2. Civic or Community
☐ 3. Business or Industry
☐ 4. Franchised
☐ 5. Church
☐ 6. Government
☐ 7. Private School
☐ 8. Other__________

13. CHECK THE ONE BLOCK THAT BEST DESCRIBES YOUR BUILDING

☐ 1. Family Residence
☐ 2. Reconverted House
☐ 3. Church
☐ 4. Community Building
☐ 5. School
☐ 6. Industrial
☐ 7. Apartment
☐ 8. Modular or Mobile
☐ 9. Constructed for Day-Care
☐ 10. Other__________

14. CHECK THE ONE BLOCK THAT BEST DESCRIBES YOUR AVERAGE WEEKLY FEE PER CHILD

☐ 1. $00-$10
☐ 2. $11-$15
☐ 3. $16-$20
☐ 4. $21-$25
☐ 5. $26-$30
☐ 6. $31-UP

15. ENTER THE NUMBER OF CHILDREN FOR WHICH YOU REQUEST TO BE LICENSED

16. I HEREBY CERTIFY THAT I WILL PROVIDE THE NECESSARY SPACE AND STAFF-CHILD RATIO REQUIREMENTS FOR THE NUMBER OF CHILDREN I HAVE INDICATED, IN ACCORDANCE WITH THE REQUIREMENTS IN ARTICLE 7, CHAPTER 110 OF THE GENERAL STATUTES.

DATE

SIGNATURE

CHECK LIST

(NAME) ____________________

____1. NOTES ON INITIAL TELEPHONE INTERVIEW/OFFICE INTERVIEW

____2. APPLICATION FOR EMPLOYMENT

____3. NOTES ON HOME VISIT

____4. REFERENCES

______________Requested

______________Received 1.____ 2. ____ 3. ____

____5. SANITATION: Permission to inspect

__________ Form signed and mailed

____6. APPLY FOR CITY PRIVILEGE LICENSE

a. ____Building inspection

b. ____Fire inspection

c. ____Sanitation inspection

____7. NOTIFY LOCAL DSS AGENT THAT HOME IS BEING OPENED

____8. CHEST X-RAY FOR ADULTS OF FAMILY

____9. PHYSICAL EXAMINATION FOR FAMILY

____10. RECEIVE CITY PRIVILEGE LICENSE

____11. REGISTER WITH THE OFFICE OF CHILD DAY CARE LICENSING

____12. REQUEST DSS CERTIFICATION

____13. RECEIVE DSS CERTIFICATION OF APPROVAL AND AUTHORIZATION TO PLACE CHILDREN

____14. TRAINING

____15. FENCE LOAN

____16. SIGN AGREEMENT WITH UNITED DAY CARE SERVICES, INC.

17. PLACEMENT OF CHILDREN

IN-HOUSE REGISTER OF FAMILY DAY CARE HOMES (A Notebook)

After the home is licensed, certified, and registered and the day care home mother has completed two weeks of training, the director of the family day care unit and the Department of Social Services' day care consultant determine exactly how many children and for what age children the mother may provide care. This determination is made on the basis of the following Federal Interagency Requirements for Child Care which state:

1. Family day care home
    a. Infancy through 6 years. No more than two children under 2 and no more than five in total, including the family day care mother's own children under 14 years old.
    b. Three through 14 years. No more than six children, including the family day care mother's own children under 14 years old.

Following the determination of the number and ages of the children who may be cared for, the director gives the family day care mother the choice of what age children she will care for within the limits of the guidelines. The mother may also determine the hours she will provide care.

The director files a sheet in the Day Care Home Register for each new mother's home. (The names of the family day care mothers are alphabetically indexed in the register for easy reference.) The register information sheet must be updated regularly to record entrance of children into home care and to record termination of care. Appropriate changes must be recorded to reflect age changes in the mother's own children that may affect the number and ages of children who may be cared for in that home.

Directly behind each register sheet for each family day care home there individual admission slips entered for each child. These are merely stapled to a blank page to provide more detailed information on each child and his family, again for easy reference for more information on the children within a particular home.

A second (duplicate) admission slip is prepared for research purposes. A third (duplicate) admission slip is sent to the United Day Care Services bookkeeper to alert her that a new child has entered and to note the amount of the fee for billing purposes and to determine who is billed, e.g., Department of Social Services, United Day Care Service scholarships, the parents, or some other source.

DAY CARE HOME REGISTER

Name of family day care mother	Address	Telephone

Licensed by ______________________ Certified by Dept. Of social Serv. ________
City

Fed. Approved ______ Spaces for _________ children, Ages _____ to ______

Hours: ____________ to ______________ Night ________ Weekend ________

Home Opened ____________________ Closed ______________________

Names of Children	Age	Date Placed	Date Terminated

DAY CARE HOMES ADMISSION SLIP

__________ Copy for Register
__________ Research
__________ Bookkeeper

FDC Mother __________
Address __________
____

Child's Name __________ Birthdate __________ (yr. mo. day) Date Enrolled __________ (yr. mo. day)

Full Time __________ Part Time __________ After School __________

Parents __________ Birthdates: Mother __________ (yr. mo. day)

Address __________ Father __________ (yr. mo. day)

Telephone __________

Employment: Father __________

Mother __________

Fee __________ DSS __________ Caseworker __________

Termination __________ (Year Month Day)

EQUIPMENT AND SUPPLIES

The staff assists the family day care mother in meeting the immediate requirements that are necessary for the home to meet inspection.

The staff has a local company install a five pound fire extinguisher in the kitchen of the home, on a wall opposite and some distance from the stove. This is a basic fire inspection requirement.

The staff provides a plastic wash basin to each mother. (The basin may be used for bathing an infant, for water play for an older child, or in whatever way the mother chooses.) It's primary function is to hold an assortment of essential items which are furnished to all family day care mothers. (See list of Emergency Supply Kit.)

In some instances it may be necessary to call a locksmith to install a lock on a cabinet to provide a locked space where harmful household cleaning supplies or other poisonous solutions may be kept.

(Other required items related to licensing are indicated and discussed under the heading of health and safety, when these topics are integrated into the training for child care.)

The delivery of large equipment and supplies is not made until there is an indication of the ages of the children who may be placed in the home and actual placements are made. The mother, however, visits the Family Day Care Unit storage warehouse to come familiar with the variety of equipment and supplies that are available to her. These include, e.g., bed linens and bath linens, porta-cribs, cots, high chairs, strollers, and potty-chairs.

EMERGENCY SUPPLY KIT

An 18" square plastic basin, approximately 6" deep with the following items:

1. First-aid supplies:

    Bactine or Johnson & Johnson antiseptic
    Alcohol
    Q-tips
    cotton balls
    band aids
    rectal thermometer
    Ipecac
    Benadryl

2. Bottles
3. Diapers
4. Pins
5. Vaseline
6. Refrigerator thermometer
7. Safety plugs for electrical outlets
8. Bell (for fire alarm for fire drills and evacuation of children)
9. Paper plates and paper cups

Note: These items are replaced by the family day care mother as needed at her own expense.

PROCEDURES FOR TERMINATING A DAY CARE HOME

1. Return Certificate of Approval issued by the Department of Human Resources to the local DSS consultant.

2. Make a notation in register of reason given for termination.

3. Return city license to the City Tax Department.

4. Return family day care equipment to the central office for inventory. (This includes baby beds, high chairs, fire extinguisher, refrigerator thermometer, etc.)

5. Determine fence situation and follow agreed upon procedures.

6. A home may be terminated for either of the following reasons:

   a) the family day care mother may decide to leave the program; or,

   b) the agency may determine that a particular family day care mother is not complying with agency policies, and she may be asked to leave the program.

SECTION V. CHILD DEVELOPMENT TRAINING FOR FAMILY DAY CARE MOTHERS

A. Preface

B. Copy of Training Announcement (Letter)

C. Training for Family Day Care

1. Basic Issues
2. Child Development Issues
3. Health and Safety

D. Inexpensive and Free Materials

E. Resource Materials for Training

F. Pages from the Family Day Care Mother's Handbook

1. Infant Care Record
2. Emergency Telephone Numbers
3. Poisons
4. Safety Precautions
5. Fire Drills
6. Emergency Rules
7. Safety Precautions in Case of Fire
8. Resources for Field Trips
9. Minimum Food Requirements, Ages 1-3
10. Suggestions for Serving
11. Facts About Fat Babies or Obesity Begins in Infancy
12. Don't Shake Junior When He Misbehaves
13. Unbreakable Rules for Parents and Caregivers
14. Children: The Infant, Three — Twelve Months
    The One Year Old
    The Two Year Old
    The Three Year Old
    The Four Year Old
    The Five Year Old

PREFACE

Child development training begins in the recruitment process. Staff members begin during the initial interview to convey their concerns for children to family day care mothers. As they ask questions about her reasons for wanting to become a family day care mother, they are making her aware of certain qualities and characteristics that they, the interviewers, are looking for in the women who will be caring for children. The staff members, in turn, are made more aware of the mothers' needs and areas in which staff can plan training for them on a more individualized basis.

This kind of incidental learning is not left merely to chance. The staff is made aware that every personal encounter and every exchange of information with a prospective caregiver is a potential teaching/learning experience.

This approach carries over into the complicated process of outlining agency requirements, policies, procedures, and particularly in the wide range of licensing and certification requirements, and in registration. It is important that the mothers understand that the requirements are not imposed for arbitrary reasons, but that they are there by design to safeguard the health and safety of children. Explanations of why and how certain requirements are related to good child care may produce a deeper commitment to the requirement on a continuing basis. Much training then can be integrated into the routine administrative process.

Much, much training in child development is desirable and needed. The reality is that UDCS has no funds to pay for intensive pre-training sessions. The money retained by UDCS from purchase of family day care services determines the budget for the system which includes the two-week training which is offered, as well as in-service training.

UDCS has helped to initiate and promote continuing child development courses at a local technical institute and encourages participation in these courses, many of which are taught at night.

Other manuals have been devoted to training per se, and many good child development training materials are available, though not necessarily geared specifically to family day care. Within the scope of this manual it is not possible to provide a complete family day care training manual. Instead, there is an outline of areas which should be discussed during training sessions. A resource list gives some idea of the content of the material which should be covered, as well as specific training aids, e.g., films, slides, books, et cetera.

The staff gives each family day care mother in training her own manual. Some excerpts from the mothers' manuals are included in this section. The staff also furnishes each mother with a packet of free and very low cost materials. A list of these (inexpensive and free materials) is included with information on how to order. It is hoped that the inclusion of this information will suggest ways in which similar aids (manuals, packets, etc.) could be developed, based on the special needs of a particular program.

Family day care continues to be in many cases the only arrangement available to working mothers for infant and toddler care. Almost all the family day care homes in this system provide care for infants and toddlers. It is for this reason that the primary emphasis in training is geared to the developmental needs of children during the first three years of life. Much time is spent in the "whys" of good infant care, again recognizing that there may be more of a commitment to good infant care if caregivers know more about _how_ babies grow and develop, _why_ it is they need good care at these early ages, and _why_ it is so important that they receive it.

TRAINING ANNOUNCEMENT LETTER

Dear ______________________________

With your help we are moving right along in the process of licensing, certifying and registering your home as a family day care home.

Our staff is planning child development training for all new prospective family day care mothers for a two-week period, January 5-9 and January 12-16.

We will meet each morning from 9:00 - 11:30 a.m. in the United Day Care Services Conference Room, 808 North Elm Street. If you need transportation or if you need to make child care arrangements for your own children, please call us right away so that we can plan how we can help you meet these needs.

We are looking forward to seeing you and to sharing ideas on child care.

Sincerely,

Ms. Betty Sherrod
Director, Family Day Care Unit

TRAINING FOR FAMILY DAY CARE

1) Basic Issues

-- the child and his family; needs and expectations

-- separation; helping the child to make a good adjustment from home to family day care

-- the rights of children; the right of parents

-- the rights of the family day care mother

-- the health of the child

-- the safety of the child

-- emergency procedures

-- nutrition, feeding young children, food preparation

-- program planning

a. integration of emotional, social, motor, and intellectual development

b. individual differences

2) Child Development Issues

-- developmental stages; expectations

-- age-appropriate behaviors

-- age-appropriate toys and equipment

-- the value of play; exploration; curiosity

-- play as the child's vehicle for learning

-- learning in infancy and early childhood

-- language development

-- special needs of infants: basic trust; autonomy; curriculum needs

-- specific program areas: stories, music, art, science, etc.

— matters of special concern:

a. discipline

b. toilet training

c. children's fears

d. eating and feeding problems/decisions

e. thumb-sucking, lisping, etc.

f. abuse and neglect

HEALTH AND SAFETY

-- There is a review of all licensing, certification and registration requirements and their importance in insuring the health and safety of the children in care.

-- A visit is made by the sanitarian to a pre-service training session, at which time he stresses the need to keep medicines, cleaning supplies, poisonous plants, and all potential poisons out of the reach of children.

-- The sanitarian reemphasizes the importance of hand washing, careful food handling, refrigeration, and proper garbage disposal; he answers questions that may be asked by the trainees.

— The fire inspector also visits during a pre-service training session to demonstrate the use of a five pound ABC fire extinguisher. He discusses fire drills, evacuation plans, and other fire-related hazards that may be avoided by careful planning; he discusses any questions related to their specific situations.

— A number of printed materials related to health and safety are given to the family day care mothers to become a permanent part of their manuals and resource files.

INEXPENSIVE AND FREE RESOURCE MATERIALS

1. National Society for Prevention of Blindness
79 Madison Avenue
New York, New York 10016

Leaflet: Memo to Parents About Your Child's Eyesight

(Published by Metropolitan Life)

2. Reprint Editor
Reader's Digest
Pleasantville, New York 10570

Prices, postpaid to one address:
10 - 50¢; 50 - $2; 100 - $3.50; 500 - $12.50; 1000 - $20.00

A Reader's Digest Reprint: Day Care: How Good For Your Child?
By James Daniel

3. U. S. Consumer Product Safety Commission
Washington, D. C. 20207

Toy Safety: Always in Season, CPSC Publication No. 6302-74

Crib Safety: Keep them on the Safe Side, CPCS Publication No. 6305-74

4. National Dairy Council
Chicago, Illinois 60606

For Good Dental Health, Start Early
Your Children's Health Day by Day
A Guide to Good Eating
Food Before Six
Feeding Little Folks
Feeding Your Baby During His First Year

5. Consumer Service Department
Johnson & Johnson
New Brunswick, New Jersey 08903

Keeping Baby Clean
Chart: How a Baby Grows
When Baby is Ill
Baby's Eating & Sleeping Habits
A Safer World for Babies & Toddlers

6. Gerber Products Company
Fermont, Michigan 49412

Foods for Baby and Mealtime Psychology

7. Supt. of Documents
U. S. Government Printing Office
Washington, D. C. 20402

Facts About: The Mental Health of Children

Stock No. 1724-0255, price, 10 cents. $6.75 per 100

A Guide for Parents Series:

GPO: 1966 0-236-361, Talk With Baby
GPO: 1966 0-236-362, Babies Look & Learn
GPO: 1970 0-411-425, Playing Games With Baby
GPO: 1968 0-314-062, Babies Touch, Taste, & Learn

Price: 10 for 20 cents; $1.75 per 100

Safe Toys For Your Child (Children's Bureau Publication No. 437-1971)

GPO: 1972 0-469-569 Stock No. 1791-0159, price, 20¢

Your Child From 1 to 3 (Children's Bureau Publication No. 413-1964, reprinted 1970)

GPO: 1970 0-388-414 Price: 20¢

Your Baby's First Year (Children's Bureau Publication No. 400-1962, reprinted 1970)

GPO: 1971 0-418-952 Price: 30¢

Day Care For a Child in a Family Home

GPO: 1969 0-355-402 Price: 15¢

Day Care for Other People's Children in Your Home

GPO: 1968 0-312-374 Price: 15¢

Also ask for: Children's Bureau Publication
8 Infant Care 20¢
30 Your Child From 1 to 6 20¢
238 Home Play and Play Equipment 15¢
386 Food for Groups of Young Children Cared for During the Day 25¢

Folders: 14 Foods Your Children Need 10¢
48 Accidents and Children 15¢

8. Ross Laboratories
Columbus, Ohio 43216

Your Children & Discipline
Your Children's Quarrels
Your Child's Fears
Your Child's Appetite
Developing Toilet Habits
The Phenomena of Early Development

9. The National Association for Mental Health, Inc.
10 Columbus Circle
New York, New York 10019

What Every Child Needs

10. Publications
205 Whitten Hall
University of Missouri
Columbia, Mississippi 65201

Isn't It Wonderful How Babies Learn? Price: 30¢

11. Agricultural Division
Ciba Geigy Corporation
P.O. Box 11422
Greensboro, North Carolina 27409

Plants That Poison (Free)

12. Life Safety Code
National Fire Production Association
60 Batterymarch Street
Boston, Massachusetts 02110

Fire Safety Code for Day Care Homes (and other related free publications)

13. National Fire Protection Association
470 Atlantic Avenue
Boston, Massachusetts 02210

Know Your ABCD's of Portable Fire Extinguishers
Babysitters Handbooklet for Emergency Action
In a Fire . . . Seconds Count! Home Fire Escape "Planning Kit"
Who . . .? Me?

14. Metropolitan Life Insurance Company
Post Office Box 1
1 Madison Avenue
New York, New York 10010

Growing and Learning, the Early School Years

(also ask for other free materials and listing of materials related to the young child)

15. Human Relations Aids
419 Park Avenue South
New York, New York 10016

Destructiveness
Bed-Wetting
School
Fear
Temper
The Only Child
Sex
Building Self-Confidence
Discipline
Lying and Stealing
Stuttering
Baby Talk
Obedience
Pocket Money
Thumbsucking

The rate for the leaflets in 5¢ each, less 20% discount for a non-profit agency.

16. Discipleship Resources
Post Office Box 840
Nashville, Tenn. 37202

The ABC's of Learning in Infancy: by Minta M. Saunders, M.A.

Prices: 25¢ each; 12 for $2.50

17. The Press
Case Western Reserve University
10900 Euclid Avenue
Cleveland, Ohio 44106

Kids Copy Their Parents
Keep Babies Busy

ADMINISTRATIVE ESSENTIALS FOR FAMILY DAY CARE

A Guide for Planning Food Service in Child Care Centers. Washington, D. C. FNS-64 Food and Nutrition Service. U. S. Department of Agriculture. 1971

Day Care Series, Child Development, Washington, D. C., Office of Child Development, Department of Health, Education and Welfare

1. A Statement of Principles
2. Serving Infants
3. Serving Preschool Children
4. Serving School Age Children
5. Staff Training
6. Health Services
7. Administration
8. Serving Children with Special Needs

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3. Preparing for Change - DHEW Publication No. (OCD)73-1028
4. Away From Bedlam - DHEW Publication No. (OCD)73-1029
5. The Vulnerable Child - DHEW Publication No. (OCD)73-1030
6. A Setting for Growth - DHEW Publication No. (OCD)73-1031
7. The Individual Child - DHEW Publication No. (OCD)73-1032
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The Young Children In Your Family
What Kind of Parent Am I
Discipline - Punishment - Spankings
The Two Year Old - What's He Like
The Three Year Old - What's He Like
The Four Year Old - What's He Like
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1C. Career Planning and Progression
1D. Training Courses and Methods

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Early Years. A magazine for Teachers of Preschool through Grade 3, Allen Raymond, Inc. P.O. Box 1223, Darien, Conn.

Voice. A publication of the Day Care and Child Development Council of America, Washington, D. C.

Young Children. The Journal of the National Association for the Education of Young Children, 1834 Connecticut Ave., N.W., Washington, D.C.

--- Filmstrips, Slides, Cassettes, Films

Audio Visual Library from: Childhood Resources, Inc., 5307 Lee Highway, P.O. Box 7136, Arlington, Virginia:

1. Why School Before Six, by Dr. James L. Hymes, Jr.
2. Educational Field Trips, by Dr. James L. Hymes, Jr.
3. Waterplay, by Dorothy Levens
4. Block Building, by Mary W. Moffitt
5. Inexpensive Additions to Outdoor Play Equipment, by Jeanne W. Quill

each set consists of 40 color slides, cassette tape, printed narration

6. Early Childhood, a four part training series by Jeanne W. Quill
    - .Focus on Development
    - .Focus on Discipline
    - .Focus on Art
    - .A Classroom Planned for Learning - 80 color slides, cassette tape, printed narration, trainers guide, 100 handout sheets

Feeding Little Folk, A filmstrip from the National Dairy Council, Chicago, Illinois.

Sound and Color Filmstrips from: Parents Magazine Films, Inc., 52 Vanderbilt Ave., New York:

1. Preparing the Child for Learning, by Alice S. Honig and Dr. J. Ronald Lally
2. The Child's Relationship with the Family, by Suzanne S. Fremon
3. The Child's Point of View, by Dr. David Elkind
4. The Development of Feelings in Children, by Harriet H. Coffin
5. The First 18 Months: From Infant to Toddler, by Rita Kramer

6. Everyday Problems of Young Children, by Rose Mukerji
7. How An Average Child Behaves, by Mary B. Hoover
8. Food and Nutrition, by Myron Winick
9. Health and Safety, by Ruth Winter
10. Play and Self-Expression, by Ira J. Gordon
11. Love and Identity, by Maria W. Piers

Each set consists of 5 full color filmstrips, 12" L.P. record or 3 cassettes, 5 audio script booklets and discussion guide.

--- Films

Modern Talking Pictures (check for address near you)
Abby's First Two Years
Discipline and Self Control
Four Children
Guiding Behavior
Organizing Free Play
Patterns For Health

What Is Family Day Care. Film Librarian, Department of Communication Arts. Cornell University, Ithaca, New York.

INFANT DEVELOPMENT PREPAID FOR PARENT AND CHILD CENTERS-PROJECT HEAD START BY FILM PROGRAM, DEPARTMENT OF PSYCHOLOGY, VASSAR COLLEGE

1. Psychological Hazards In Infancy. Black and white, sound, 22 minutes. In group care and at home, the vital experiences and learnings of infancy may be hampered by inadequate stimulation, insufficient warm attention from adults, or inappropriate handling which is not geared to changing developmental needs. The film shows both mild and severe psychological damage and suggests means of prevention.

2. Person to Person in Infancy. Black and white, sound, 22 minutes. This film stresses the importance of the human relationships between infant and adult, and shows that in group care as well as at home there can be a considerable range of warmth and adequacy of relationship. The impact of this relationship on the infant's readiness and eagerness for new experience are suggested.

3. Learning To Learn In Infancy. Black and white, sound, 30 minutes. This film stresses the essential role of curiosity and exploration in learning, and points to the kinds of experience that cultivate and stimulate an eager approach to the world. It also points out the cumulative nature of learning: even in infancy the ability to absorb and use new experience. Ways are suggested in which adults can help infants make approaches, differentiate between objects and develop the earliest communication skills.

4. Emotional Ties In Infancy. Black and white, sound, 12 minutes. This film shows the importance of strong emotional ties between infant and adult by comparing four 8-10-month-old infants: a home-raised girl with strong attachment to her mother; a child in an institution who is equally attached to his nurse; another institutional baby who is indiscriminate in his attachment to any adult; still another baby in an institution who has formed no attachment, and who appears withdrawn and uninterested in his surroundings.

This is a series of four films made for Parent and Child Centers, the unit of Project Head Start which is concerned with children from infancy to age three. The films deal with development in the first year or year-and-a-half, and are intended to show professional and paraprofessional caretakers the significance of crucial infantile experiences, and the importance of the caretakers' role in assuring sound development and optimum readiness for learning. The films show babies and toddlers at home and in group care, including scenes from outstanding institutions: Matera Babies' Center in Athens, Greece. The Kinderheim in Vienna, Austria, The New York Foundling Hospital in New York City and Junior Village in Washington, D. C.

INFANT CARE RECORD

Daily Care Record of ____________________ for the week of ______________________________

	Feeding	Time	Amount	Elimination		sleep	awake	Variations
				Voided	Stool			
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Code: H - S - L used to indicate if stool is hard, soft, loose, check if normal.
Variations include anything out of the ordinary; sickness, newly learned skills, etc.

EMERGENCY TELEPHONE NUMBERS*

Fire Department ------------------------------

Ambulance Service ---------------------------

Neighbor-------------------------------------

Poison Prevention Center --------------------

Police Department ---------------------------

Agency Support Staff Numbers ----------------

Child's Name	Mother's Telephone**	Father's Telephone	Physician's Telephone
1.			
2.			
3.			
4.			
5.			

*Post in readable print beside each telephone.

**This information should be condensed from emergency contact cards.

POISONS

SECONDS MAKE A DIFFERENCE WHEN A CHILD HAS SWALLOWED A POISON. BY DIALING ON YOUR TELEPHONE DIRECT TO DURHAM, NORTH CAROLINA, OUR NEAREST POISON PREVENTION CENTER, THE PROPER ANTIDOTE CAN BE SUGGESTED FOR EVERY KNOWN POISON. THE NUMBER IS 1-684-8111. ASK FOR THE POISON PREVENTION CENTER.* WHEN SOMEONE AT THE CENTER ANSWERS, TELL THEM WHAT POISON THE CHILD HAS SWALLOWED AND THEY WILL TELL YOU WHAT YOU MUST DO TO STOP THE DANGEROUS ACTION OF THE POISON.

WE URGE YOU TO POST THIS NUMBER BY YOUR TELEPHONE. CHILDREN ARE CURIOUS AND WILL TASTE OR EAT ALMOST ANYTHING. EVERYTHING IN YOUR HOME THAT MAY BE HARMFUL TO CHILDREN MUST BE WELL MARKED AND PUT OUT OF A CHILD'S REACH. PLAN CAREFULLY SO THAT YOU NEVER HAVE TO CALL THE POISON PREVENTION CENTER.

---

*Each state has a Poison Prevention Center.

SAFETY PRECAUTIONS

1. When the range is on, never leave children alone in the kitchen.

2. When cooking, turn pot handles toward the back of the range. If they stick out over the edge, children may pull or knock the hot pots off the range and burn themselves.

3. Keep a box of baking soda near your stove. It is very good in putting out grease fires. Never pour water on grease fires. If a pan of grease catches fire, throw on baking soda, never water.

4. Never throw loose dust or spray cans into any fire or incinerator; both can explode.

5. Throw out oily, paint spattered rags and stacks of newspapers and magazines.

6. Do not overload electrical wall outlets. Extension cords should not be used unless they have been approved by the fire inspector.

7. If a fuse blows, never replace it with a large one; electrical wires can overheat with a greater flow of electricity, setting the walls on fire.

8. When pulling out a plug, hold the plug itself, not the cord.

9. Cover electrical wall outlets not being used with an outlet plug.

10. Keep matches and lighters out of the reach of children.

11. Never throw matches into the waste-baskets - put them in an ashtray.

12. Put all cigarettes out completely in an ashtray.

13. If you smoke, smoke when children are resting. Never leave a child or children alone in a room with a burning cigarette.

FIRE DRILLS

Older children should be taught how to get out of a house if a fire should occur through fire drills. Fire drills should be planned with the director and practiced periodically in the home.

When practicing drills use two exits. One exit may not be available in case of a fire, so children should be aware of the fact that another exit can be used.

Use a signal to indicate fire drills - a bell, horn or whistle. Use the same signal each time you have a fire drill. Children like a routine and need to know to the degree possible what will happen in a given situation.

EMERGENCY RULES

1. In case of a fire or any emergency situation do not panic.
2. Remove children from premises through door furthest away from origin of fire. If you have crib babies - put as many babies in a crib as possible, and roll them out of the building. If it is cold or raining call on neighbor used for emergency to house children. After children are safely out of the building and cared for call the fire department. If the fire is only a small fire extinguish it with your fire extinguisher.
3. Call parents.
4. Call Day Care Home Office.
5. If the fire was a small fire children may be taken back into the house for care for the rest of the day depending on how the day care home mother, the mothers of the children and the Day Care Home Director and the fire department feel about the extent of damage and future safety.

SAFETY PRECAUTIONS IN CASE OF FIRE

1. Plan two emergency exits; practice fire drills, using these exits, using a special signal (bell or whistle). Use the same signal for each fire drill. Children will learn what the signal means.

2. Figure out two ways to get out of each room (doors, windows, etc.). Besure exits are not blocked at anytime.

3. In case of fire, get out as quickly as possible. Make sure everybody stays out; small children may try to run back for something.

4. If fire is suspected behind a closed door, feel the door as high as possible, or press your body against it; do not open it if it feels hot.

5. If surrounded by smoke, crawl. The air is clearer and cooler near the floor.

6. If you can't get out of the house, if the fire is blocking you, shut the door of the room you are in and wait at the window to be rescued. Shout to attract attention, if you are unable to get the children out of the window.

7. If you can get out, do not stop to dress, to save anything, or to fight the fire. Just get everybody out of the house. Make sure everyone is accounted for.

8. For small kitchen fire, caused by grease, use your fire extinguisher or throw baking soda on it. Never put water on a grease fire.

9. If weather is cold, take children to a neighbor's house.

10. Be sure each child is safe before calling the fire department. Extinguish small fire with fire extinguisher.

RESOURCES FOR FIELD TRIPS

IN YOUR LOCALITY

Supermarket
Fire Station
Police Station
Service Station
Library
Road Construction Site
House being built
Post Office
Department Store
Farm
Walk through neighborhood

IN YOUR COMMUNITY

Courthouse
Dairy
Dairy Farm
Airport
Train Station and ride
Bus Station and ride
Florist or nursery
Weather Station
T. V. Station
Pet Shop

FOR RECREATION AND OTHER EXPERIENCES

Parks
Zoo
Lakes
Museums

MINIMUM FOOD REQUIREMENTS

Special Food Services

North Carolina Department of Public Instruction

Ages 1 - 3:

Breakfast

1/2 pt.	of fluid whole milk served as a beverage or on cereal, or used in part for each purpose
1/2 cup	serving of fruit or full-strength fruit or vegetable juice
1 slice	of whole-grain or enriched bread or equivalent serving of cornbread, biscuits, rolls, muffins, etc., made of whole-grain or enriched meal or flour;
or	
3/4 cup	serving of whole cereal or enriched or fortified cereal or an equivalent quantity of any combination of any of these foods

Lunch

1/2 cup	whole, fluid milk
1 oz.	serving of meat or an equivalent quantity of an alternate in protein
1/4 cup	of vegetable or fruits or both, consisting of two or more kinds
1/2	slice of bread or equivalent
1/2 tsp.	butter or fortified margarine (good, but not required)'

Supplemental Food*

1/2	cup of milk or juice full strength
1/2	slice of bread or equivalent

*Include as often as practicable a serving of protein-rich food such as peanut butter or cheese, or a serving of vegetable or fruit

SUGGESTIONS FOR SERVING FOOD TO CHILDREN AGES 2 - 18 MONTHS

1. Food provided in group care, 8 to 9 hours daily, should furnish 2/3 of their daily food needs.

2. Planning and preparation are simplified if the same menu is served to all.

3. Meals should be planned considering nutrition, cost of food, and seasonal availability of certain foods. Cheaper cuts of meat offer same nutrition as the more expensive.

4. Infants begin solid foods introduced in small amounts (1/2 - 1 tsp.) at six weeks to two months. This can be mashed or strained from regular table foods. Only one new food should be given at a time.

5. Snacks given should be milk, juice, crackers, or any food that could be included as part of the daily food requirement of the child.

6. Desserts, if served, can be puddings, fruit, or other items in the daily food requirements. Dessert should not be used as a bribe. If it is nutritionally sound, it is as good for the child as any other part of his meal.

7. Serve only small portions to encourage the child to eat his food. Additional servings should be offered, but not forced.

8. Highly seasoned foods and fried foods are not recommended.

FACTS ABOUT FAT BABIES
OR
OBESITY BEGINS IN INFANCY

Will your child be a fat adult? His chances are pretty good if:

- You coax him to empty his bottle
- You coax him to eat "just one more spoonful" of baby food.
- You teach him that dessert is a reward for cleaning his plate
- You hand him a cookie or a glass of sweet flavored drink when he whines for attention
- You make him feel guilty for wasting food
- You do not encourage active play and exercise

Feeding patterns before a child is three years old are now believed to have a great influence on obesity patterns. It is during the first three years of life that the child is developing most rapidly. It is believed that if a baby is continuously stuffed or coaxed to eat more food than he needs and wants during this period, he will develop more and bigger fat cells than the child who eats less. Later in adolescence or adulthood when "baby fat" isn't cute any longer, this person who has, during his early life, developed lots of large fat cells will find reducing a very difficult experience. When he diets, his large fat cells will shrink, but they do not disappear. As soon as normal eating is resumed, the fat cells "fill up" again.

Another danger period for youngsters is between the ages of seven and eleven. Most children this age seem to fatten during the winter as school begins and hours of enforced inactivity start. When calorie needs are less, extra calories are retained as fat unless the diet is adjusted.

This should be a normal process regulated by appetite. But when appetite controls aren't there, a slow building of caloric excess begins. In a few years the child is no longer plump, but is fat.

Prepared by:

Mrs. Carroll M. Beckham
Food and Nutrition Assistant
Agricultural Extension Service
North Carolina State University
at Raleigh

DON'T SHAKE JUNIOR WHEN HE MISBEHAVES*

Children are not cocktails that need shaking to be good, a physician warns. Angrily seizing and shaking a "bad" infant or youngster can cause brain damage, broken bones, or even death, writes Dr. John Caffey of Pittsburgh. Some injuries are like those from "whiplash" in automobile collisions.

Dr. Caffey tells of one powerful, 233-pound nursemaid who was blamed for killing three infants and injuring or maiming 12 others over an eight-year period.

The incidents all occurred when she was taking care of youngsters in middle-class families who gave their children expert pediatrician care. The nurse was considered to be very kind to children.

In another instance, the same woman caused a whiplash neck injury in a baby whose back she pounded to "burp" him.

"Shakings are generally considered innocuous by both parents and physicians," Dr. Caffey, of the Children's Hospital of Pittsburgh, writes in the American Journal of Diseases of Children. But he cites 27 recorded cases of injury or death from shakings, and thinks this "is only an infinitesimal portion of the uncounted thousands of moderate, unadmitted, undetected and unrecorded whiplash shakings which probably occur every day in the United States."

BROKEN BONES

An infant or child's head is pretty large relatively for weak neck muscles, and violent shaking can cause neck injuries or burst blood vessels in the young brain. Bones of legs or arms can be broken from the shearing action of the movements, Dr. Caffey says.

Permanent damage to brains or eyes, mental retardation or death can result.

"The whiplash shaking of infants and younger children are precarious, pervasive, prevalent, and pernicious practices which can be observed wherever parents, parent-substitutes, infants and small children congregate; in the home, on the street, in buses, nurseries, kindergarten, day-care centers, orphanages, preschool, schools, in parks, playgrounds, shopping centers, and even in the waiting rooms of pediatric clinics.

"Many well-intentioned, responsible parents, who think nothing of giving a small child a 'good shaking' or a series of such shakings, would not, dream of giving their children a series of 'good' blows or punches on the head.

"Yet the cumulative pathogenic effects of repeated mild or moderate whiplash shakings of the head, though inapparent clinically may be far more grave than single, even if heavy, blows or punches to the head."

Kids get shaken for mild or worse disobedience, sometimes to dislodge food caught in the throat, or to stop spells of whining or crying.

TAKE IT EASY

Dr. Caffey also cautions about the other accepted practices that shake the infant's head, such as tossing the baby into the air, giving him a violent ride while he sits astride the parent's ankle, holding the infant by his ankles and swinging him around through the air, spinning until he becomes dizzy, or other rough play.

He also casts a doubtful eye at many "toys and recreational contraptions which generate whiplash shakes and jolts to the head," saying they should be analyzed to see whether they could cause possible harm to infants and young children from prolonged use.

"These items should include baby bouncers and infant jumpers and for younger children,the swings, seesaws and playslides in amusement parks, the powered vibratory and practice equipment in gymnasia; powered cradles and powered vehicles as motorcycles and motor cars driven rapidly and habitually over rough roads," Dr. Caffey says.

"The recurrent exposure to the snowmobile probably offers the greatest hazard to infantile brains and hearing," he adds, while "the pathogenic, brain-jolting whiplash potentials for infants and younger children who are carried habitually in speedboats over rough water and in airplanes in rough weather are manifest."

*Copied from an Associated Press Release

UNBREAKABLE RULES FOR PARENTS AND CAREGIVERS

INFANTS

-- Never leave infants alone in house

-- Never leave him where he might fall

-- Always keep sides of crib up when not tending him

-- Always keep tine swallowable objects - pins, beads, buttons, and the like out of infant reach
-- Use no toys smaller than infant's mouth

-- Always keep medicines, aspirins, tranquilizers, cosmetics, poisons, and household cleansers out of reach or locked away

-- Above all - anticipate first year development. Be one step ahead of the child

PRESCHOOLERS

-- Never leave a child alone in house

-- Never allow play in street, driveway or garage

-- Keep matches in containers placed too high for even 3, 4 or 5 year olds to reach
-- Always stay with child near water - wading pools, bathtubs, scrub pails

-- Dispose of as many poisons as possible

-- Store out of reach potential poisons

-- Equip upstairs windows with sturdy screens and guards, use gates at top and bottom of stairs as necessary.

-- Store knives and sharp objects out of reach

-- Discard or repair broken toys

-- Always use seat belts in the car

-- Always have enough adults on trips - always two adults outside

Adapted from material developed by:
Infant Care Project
UNC-Greensboro

THE INFANT

Three to Twelve Months

IT is the first year more than any other year when the baby undergoes rapid change in his physical development. In fact, growth is so great that his birth weight can be expected to triple by the end of the twelfth month, and the child's length can be expected to double.

THE baby may be expected to accomplish the following skills during this period:

- lift his head and chest from the mattress
- hold a rattle
- roll over
- recognize familiar objects and reach for them
- sit alone
- creep and crawl
- pull himself up to a standing position
- speak one or two words and understand their meaning.

DURING this important time, the baby needs much stimulation, especially from sounds, visual materials or objects to see and various textures to feel. He needs to be able to have much freedom for body movement so that muscles will be exercised.

- Mobiles on the crib and colored pictures or toys in the room can provide visual stimulation.
- Toy rattles, bells, records and music boxes can provide stimulation from varying sounds.
- Safe toys made of different materials can provide textures which are stimulating to feel.
- The opportunity to kick, push up, shake toys or rattles, throw and push objects, creep and crawl encourages muscle stimulation.

THE baby needs a great deal of love and attention. He needs to have someone hold him, talk and sing to him and play with him.

THE baby needs to feel protected, to know that his needs will be met as they arise, and to know he will be relieved when he is in distress. This sense of trust or feeling of security occurs when a few adults provide continuing and consistent psychological and physical care for him.

THE first months of a baby's life are spent "getting ready" for speech. He listens to the many sounds around him and learns to tell them apart. When the baby is about seven months old, he becomes greatly interested in words and sounds. He is able to repeat sounds such as "Da-Da" and "No-No". It is most important that adults spend a lot of time talking to him during his first year of life.

AS the baby grows, he becomes increasingly aware of his social world. Hopefully he learns that the world is a good place. He imitates others, especially adults, and may learn to wave bye-bye and play pat-a-cake. He learns what the important people around him are like and what to expect from them.

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ON CHILDREN AND YOUTH**

THE OFFICE OF CHILD DAY CARE LICENSING

THE OFFICE OF CHILD DEVELOPMENT

LEARNING EXPERIENCES

Skills and Characteristics	Activities
Eye focusing and coordination	Hang a colorful mobile on the crib and place colorful pictures in the room. Move a rattle or toy slowly in front of his face so his eyes will follow the toy.
Eye-hand coordination	Let him grab for an object (rattle, blocks, plastic containers) in your hand and let him grasp it, bang it, and shake it. Have different shaped objects such as blocks and containers for him to pick up and hold. He will probably like to put them in his mouth so be sure they are clean and too large to swallow. Provide object for placing into a larger container.
Eye-hand-hearing coordination	Shake a rattle behind the baby's head. Let him turn and grab the rattle.
Awareness of different textures	Offer the child toys which vary in texture (fuzzy, hard, soft). Talk to him about how they feel.
Self-awareness	Use safe mirrors for the child to look at himself.
Grabbing and pulling	Attach a toy to a string so that the child can pull it across the floor, table, bed, etc.
Reasoning development - hide and seek	Play hide and seek with the baby. Cover his face with your hands. Hide a toy partially by a blanket and let the child recover it. Hide a toy completely with a blanket for him to recover. In this way he learns that objects which are out of sight still exist. Put a toy in a container with a top and let him find it.
Muscle coordination	Provide many opportunities for the baby to be on the floor. Encourage him to stretch, turn over, creep, crawl, pull up. Roll ball and let the baby crawl to it.
Interest in sounds and words	Talk to the baby. Point out his toes, nose, eyes, ears, arms, etc. Say "Up you go", "Down you go", "The ball is over there." Talk about pictures he looks at.

LEARNING EXPERIENCES

Skills and Characteristics	Activities
Curious about himself	Encourage free play with safe mirrors. Stand or sit with child before a mirror. Talk with him about his reflection. Encourage him to make movements before the mirror.
Ability to recognize objects, animals, people from a picture or toy reproduction	Provide a rubber set of farm animals for free play. Talk about the animal's name, the sound it makes, its color or other characteristics. Look at simple picture books. Let the child point to objects, animals, community helpers as you name them. Talk about the pictures.
Is very active; enjoys running, climbing and throwing	Provide many opportunities for free, active play outdoors and inside. Provide free play with climbing equipment such as a wooden rocking boat which can be overturned to make steps for climbing. Encourage climbing on other small, safe climbing equipment. Encourage free play with small balls and bean bags. Child can throw ball to an adult or at an object.
Ability to manipulate objects with his hands and fingers	Encourage free play with small blocks; large, hollow blocks; containers and cubes which can be stacked. Encourage free play with large plastic nuts and bolts. (Be sure the items are easy to manipulate.) Encourage the child to place small blocks, cubes, and other small items into a container. Provide containers with loose fitting lids. Encourage the child to open and close them.
Can understand some basic concepts, i.e., cause and effect, textures, size	Talk about size of objects. Say, "This is a big ball", "This block is smaller than that block". Talk about textures of objects the child feels. Say, "The rock is hard", "The blanket is soft." Talk about cause and effect relationships. Say, "If you turn over the cup, the juice will spill," or "If you stand in the rain, you will get wet."

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THE ONE-YEAR-OLD

1

DURING this period, physical changes continue to occur though the rate of growth begins to slacken. The child's weight increases but not as rapidly as before. Motor skills develop at a rapid rate.

- He is able to walk more steadily and learns to run with little falling.
- He curiously explores the world about him and "gets into everything".
- He enjoys climbing and may practice on furniture, cabinets and stairs.
- He learns to feed himself though spills should still be expected.

ANOTHER great change that occurs between 12 and 24 months is the child's ability to express himself and his ideas with words. The child's vocabulary usually increases from 2 or 3 words to approximately 270 words. As he approaches age two, he will begin to:

- use 2 and 3 word sentences
- use the pronoun "me" and "mine"
- use "No" as a frequent word in his vocabulary
- exercise his independent feelings and verbalize them.

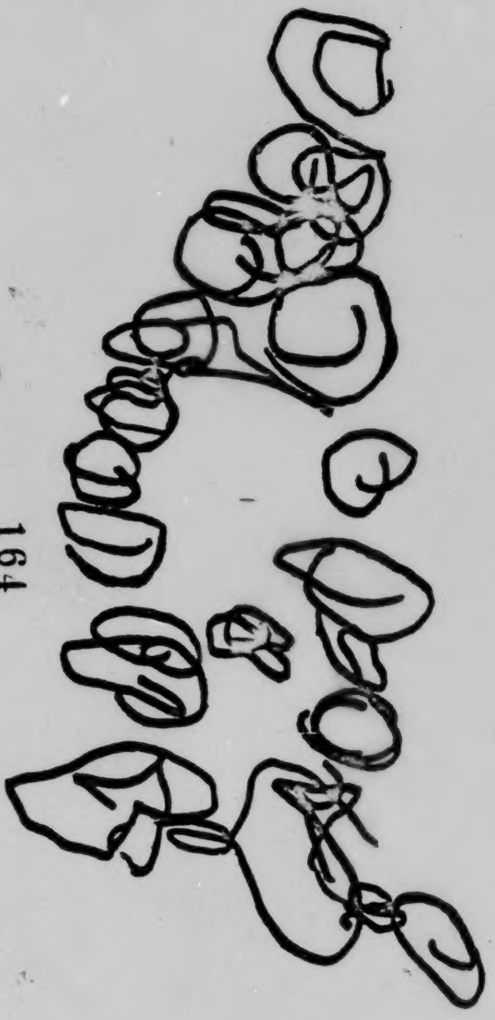
FOR the first time he wants to do things for himself and he can accomplish some of them. Temper tantrums frequently occur when the child becomes frustrated or wishes to exert his independence against the wishes of others.

THROUGH this period of the child's life, he enjoys solitary play and will have difficulty sharing toys. He enjoys games and activities he can play alone or with an adult such as:

- block building
- catching a rolling ball!

AS the child's growth rate decreases, his appetite may decrease and he may eat less. His body usually becomes more slender and he seldom is the "plump, fat baby" he once was.

TOILET training may begin when the child is between 14 and 24 months. Bowel control is usually achieved before urinary control.



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THE TWO-YEAR-OLD

2

THE two-year-old is surer of himself and what he can do than at an earlier age, but he continues to have some body coordination problems. He likes to run and climb; romp and shove; push, pull and grab. He walks alone up and down stairs and stays busy exploring the world about him. He likes to try out adult activities, especially around the home. He is vigorous, energetic and enthusiastic.

LANGUAGE development is rapid with the vocabulary increasing greatly during the year. Sentences become more complex in structure and may include from two to five words. The two-year-old is able to use language to express his wishes and his feelings toward others. It is also important as a tool for learning about the world around him. He continues to enjoy imitating others and particularly likes to mimic nursery rhymes and movements of others. He may enjoy:

- imitating dancing movements
- singing
- pat-a-cake
- peek-a-boo
- simple finger plays

THE two-year-old especially likes stories about himself, his daily activities, animals and other concrete objects or situations in his life. However, the stories must be simple and short as the two-year-old's attention span is still very short.

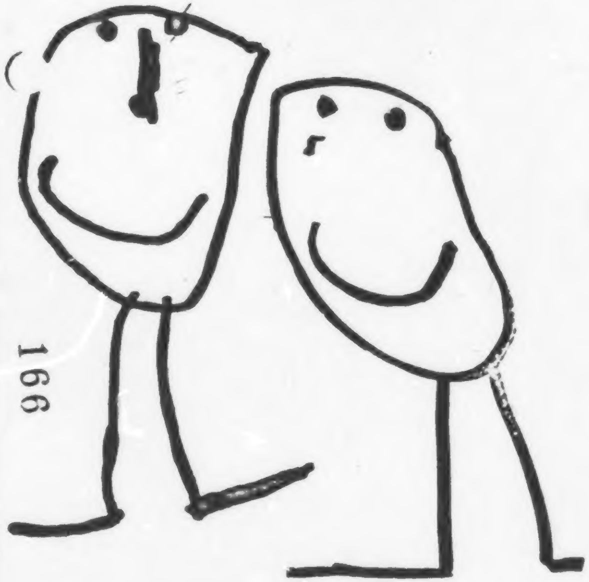
WITH his short attention span, the two-year-old cannot be expected to sit still or play with a toy for more than a few minutes. Most of the time he should be free to initiate his own activities and should not be forced to join a group. At this age, the child has a genuine interest in the mother-baby relationship and begins, for the first time, to engage in dramatic play. The child may take care of a doll or a teddy bear, or he may pretend to shop at the grocery store with his doll or teddy bear. Fantasy play is short and simple and usually does not involve other people.

THE child at this age continues to be interested in manipulation activities. He likes to fill and empty containers, to put in and pull out, to tear apart and fit together. Toys and equipment which provide these opportunities will probably be favorites. The two-year-old is generally self-centered in his relationships with others. Sharing is difficult at this age. The child may enjoy playing near other children, but he usually does not play with other children.

BY two and one-half years of age, the child can be expected to become inflexible and rigid. He wants what he wants when he wants it! He may also be extremely demanding and persistent. Temper tantrums may be frequent and violent. The two-year-old's behavior makes him difficult to live with at times; however, this behavior is a part of the child's learning that he is an individual with power to exert some independence.

LEARNING EXPERIENCES

Skills and Characteristics	Activities
Very active, short attention span	Provide pushing and pulling toys. Encourage play with pounding bench, punching bags. Provide opportunities both indoors and outdoors for active free play which involves climbing, running, sliding, tumbling.
Interest in manipulation, ability to stack several items, pull apart, fill and empty containers	Provide stacking cups or blocks for stacking and unstacking. Provide pop-apart toys for taking apart such as pop beads. Provide large beads for stringing. Provide opportunities for filling and emptying containers with sand, water, rice, beans, rocks, etc.
Increased development in language skills	Encourage the child to talk with you. Use pronouns such as "I", "me", "you", "they", "we". Encourage the child to use these words. Talk with the child about pictures. Ask the child to point to objects or name them. Always give the correct answer. Give directions to follow: "Close the door" or "Pick up the doll". Be sure to make this a fun game. Teach children the names of unusual objects such as fire extinguisher, thermometer, screwdriver.
Likes to imitate	Encourage finger plays. Cite nursery rhymes. Encourage the children to repeat them. Play "I am a mirror". Stand or sit facing the children and have them copy everything you do.
Shows interest in dramatic play	Provide dolls, dress-up clothes, carriage, doll bed, toy telephones for pretend conversations.
Increased development of fine motor skills	Provide crayons, chalk, paint and paper for scribbling and painting. Allow the child to "paint" the sidewalk, building, wheel toys, etc., with clear water and a brush. Provide opportunities to play with play dough, finger paint.



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THE THREE-YEAR-OLD

3

MOST of the time, the three-year-old is a delight to parents and caretaker. He often tries hard to please and to conform. Praise and friendly comments are especially appreciated by children of this age. Generally, the youngster becomes more cooperative and enjoys new experiences. He seems to feel more secure within himself and in his relationships with others. His sense of humor is developing and he begins to show delight in riddles and practical jokes.

ONE should not expect complete cooperation from the three-year-old, however. He still occasionally exerts his independence and may revert to less mature behavior. Problems may also occur when the child reaches 3½years of age as he often becomes bossy. He begins, too, to form strong friendships with a few members of his group and may tend to discriminate against the rest of the group. Other problems may arise as he begins to test limits.

THE three-year-old's increased language skills help to make life easier for him and for those around him. He can communicate his needs, ideas and questions. This is good, for it is an excellent way for the child to learn new concepts.

INCREASED motor ability allows daily routines and other necessary activities to be completed with little difficulty. He can be expected to accomplish such skills as:

- walking on tip-toes
- standing on one foot
- hopping on both feet
- riding a tricycle
- climbing down steps
- jumping horizontally 1½ feet
- building a tower of 6 to 9 blocks
- making a bridge of 3 blocks
- catching a ball
- painting or drawing in vertical, horizontal and circular motions.

SMALL motor skills continue to become more refined. Greater control over hand and arm muscles is reflected in his drawings, paintings and scribbles. Manipulative toys such as puzzles, pegboard and peg sets, parquetry sets, as well as art activities are enjoyable for children at this age. He is much more successful in feeding and dressing himself.

AT three years of age the child's longer attention span makes possible short group experiences such as storytime or music time. The child is also able to spend more time at one activity.

THE three-year-old usually enjoys playing with others and thus needs the opportunity to play with others of the same age. Sharing is easier now than it was when the child was two years of age, but conflicts over personal possessions may still be expected. The amount of time the child spends in dramatic play increases significantly over that of the previous year. He especially enjoys dramatic play related to community and community helpers. This is a period when the child has a strong need for someone to respect and understand his feelings.

LEARNING EXPERIENCES

Skills and Characteristics	Activities
Increased development of large motor skills	Provide opportunities for vigorous free play indoors and outdoors. Provide opportunities for climbing, jumping, riding wheel toys. Play Follow-the-Leader requiring vigorous body movements.
Greater control over small muscles	Provide opportunities for free play with blocks in various sizes, shapes. Provide a variety of manipulative toys and activities such as pegboard and peg sets, tinker toys, puzzles. Encourage children to dress and undress themselves, serve food, set the table, water the plants.
Increased development of language skills and vocabulary	Provide opportunities each day for reading stories to children in a group or individually. Encourage children to tell stories. Encourage children to talk about anything of interest.
Beginning to understand number concepts. Usually can grasp concept of 1, 2, 3. Can count several numbers in series but may leave some out	Count objects of interest, i.e., cookies, cups, napkins or dolls. When possible move them as you count. Allow children to count them. Display numbers in the room. Use calendars, charts, scales, and rulers.
Enjoys music and is beginning to be able to carry a tune, express rhythm	Provide music activities each day. Sing songs, create rhythms. Move body to music. Encourage children to make up songs.
Curious about why and how things happen	Provide new experiences which arouse questions. Answer the questions simply and honestly. Use reference books with the child to find answers. Conduct simple science activities: what will the magnet pick up? freeze water, ice cream plant seeds make a terrarium fly kites on a windy day
Enjoys art activities	Encourage free expression with paint, crayons, chalk, colored pens, collage materials, clay, play dough.

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THE FOUR-YEAR-OLD

4

THE four-year-old shows increased control and interest in perfecting and improving motor skills. Greater control of small motor skills is markedly expressed in drawing as his drawings become representational symbols of his world--a house, person, flower. The following motor skills may be expected during this period:

Large Motor Skills

- runs on tip toes
- hops on one foot and gallops
- throws a ball overhand
- pumps himself as he swings

Small Motor Skills

- unzips, unsnaps and unbuttons clothes, able to dress himself
- cuts on a line with scissors
- laces shoes
- makes designs and crude letters

THE four-year-old may be extremely active and aggressive in his play. His motor drive is high and he races up and down stairs or around corners, dashes on his tricycle or scooter, kicks, hits and breaks things. He often is "out of bounds" in his physical behavior, as well as other aspects of his behavior.

HIS attention span is longer and he will usually finish activities that are begun. He may even spend a good deal of time planning an activity before he begins. With his longer attention span, he can enjoy more group activities. He can listen as well as share in storytime and music time.

THE imagination of the four-year-old is vivid and often seems to have no reasonable limit. Imaginary playmates often become a part of the child play. This imagination often carries over into real life through tall-tales and alibis.

THE child at this age is a great talker. He enjoys serious discussions and asks many questions. His questions may express interest in details regarding death and the birth process. His language may range from silly words such as "ooshy-wooshy" or "batty-watty" to profanity. Loud, silly laughter may accompany such language.

INTELLECTUAL skills are demonstrated in classification activities and reasoning ability. Four-year-olds may be expected to have a basic understanding of concepts related to number, size and weight, colors, textures, distance, position, and time.

CHILDREN at this age enjoy being with other children as they are more group-conscious. Pretending to be mothers and daddies, doctors and nurses, grocers and shoppers, policemen and mailmen, are activities which occupy much of their time during free play with other children.

FOUR-year-olds have a strong need to feel important and worthwhile and especially appreciate praise for their accomplishments. They also need opportunities to experience more freedom and independence.

LEARNING EXPERIENCES

S and Characteristics	Ac ties
Good balance and body coordination. Increased development of small and large motor skills	Provide opportunities each day for vigorous free play. Provide opportunities for the child to walk on a curved line, a straight line, a balance beam. Encourage walking with a beanbag on the head. Games: "See how fast you can hop", "See how far you can hop on one foot", "See how high you can jump" Provide opportunities to throw balls, beanbags, yarn balls.
Ability to group items according to similar characteristics	Lotto games. Group buttons as to color or size. Provide a mixture of seeds. Sort as to kind. At clean-up time, sort blocks according to shape. Play rhyming word games.
Increased understanding of concepts related to numbers, size and weight, colors, textures, distance and position, and time	In conversation, use words related to these concepts. Play "Follow Direction" games. Say, "Put the pencil beside the big block", or "Crawl under the table". Provide swatches of fabric and other materials which vary in texture. Talk about differences. Blindfold the child and ask him to match duplicate textures.
Drawings and art express world about him through symbols	Provide opportunity for variety of art work. Encourage child to tell a story or talk about his finished project. Encourage child to mix primary colors to produce secondary colors. Name the colors with him.
Awareness of the world about him	Build simple bird feeder and provide feed for birds. Record the kinds of birds observed. Arrange field trips to various community locations of interest (park, fire station, police station). Plant a small flower/vegetable garden.
Has a vivid imagination; enjoys dramatic play	Provide variety of dress-up clothes. Encourage dramatic play through props such as cash register and e y food containers, tea set and child-size urniture.

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TH FIVE-YEAR-OLD

5

THE "Fascinating Fives", as they have been so appropriately called, tend to be stable, well adjusted and reliable. Generally they are secure within themselves, calm, friendly and easy to get along with. They are highly creative if creativity has been and continues to be encouraged.

AT this age, children have gained much control over gross motor skills--to the extent that many large muscle skills are beyond the practice stage and are incorporated into dramatic play. For example, running and tumbling may be skillfully executed while playing cowboys and Indians. They often enjoy testing their muscular strength and motor skills. It is best, however, if children at this age compete with themselves for they are not yet ready for competitive contests. Losing can be a real blow to a five-year-old.

SOME new motor skills which may appear during this age are:

- skipping
- performing tricks with his body; i.e., standing on his head
- performing simple folk dances

SMALL motor coordination continues also to develop. The five-year-old may be able to accomplish:

- copying designs or shapes, letters and numbers
- catching small balls
- handling saws and hammers safely
- printing his name

FIVE-year-olds enjoy group activities. They enjoy planning a project in detail and are generally patient and enthusiastic about completing the work even though the activity may extend over a period of several days. It becomes important to complete work that is begun.

FIVE-year-olds enjoy each other and show increased cooperativeness in their play. They are more sensitive to the needs and feelings of others around them. It is less difficult for them to wait for a turn or to share toys and materials. They especially enjoy dramatic play.

CHILDREN may be expected to have mastered most word sounds by this age. Sentence structure is usually more complex.

MANY five-year-olds begin to collect and even classify things. Intellectual growth is shown in their ability to think through and solve simple problems. Intellectual skills which may be demonstrated are:

- identifying a nickel, penny, dime
- discriminating differences in weights, sizes, colors, textures
- distinguishing right from left
- counting 10 to 20 numbers in sequence
- drawing and using a simple map

A charming characteristic of five-year-olds is their growing sense of humor. At this age, they enjoy jokes, nonsense rhymes or songs and riddles.

LEARNING EXPERIENCES

Skills and Characteristics	Activities
Good sense of balance and body coordination	Encourage body movement with records, stories, rhythms. Skipping to music or rhymes. Teach simple folk dances.
A tremendous drive for physical activity	Provide free play which encourages running, jumping, balancing and climbing. Tug-of-war. Tumbling on a mat.
Ability to distinguish right from left	Play games which emphasize right from left. Games can require responses to directions such as "Put your right hand on your nose" or "Put your left foot on the green circle".
Can discriminate between weights, colors, sizes, texture, shape	Sorting games. Sort rocks as to weight; blocks as to weight or shape; marbles or seeds as to colors. Match fabric swatches.
Development and coordination of small muscles in hands and fingers	Encourage opportunities to paint, draw, cut, paste, mold clay or play dough. Provide small peg games and other manipulative toys. Sewing with large needle and thread. Provide carpentry experiences.
Increased understanding of number concepts	Count anything of interest--cookies, napkins, cups, leaves, acorns, trees, children, teachers, boys, chairs, tables, books, cymbals, drums, bells, number of children absent. Identify numbers visible on the calendar, on the clock, on measuring containers or other devices.
Enjoy jokes, nonsense rhymes, riddles	Read humorous stories, riddles, nonsense rhymes.
Enjoys creative, dramatic activities	Move body to dramatize opening of a flower; falling snow, leaves, rain; wiggly worms, snakes; blowing wind. Dramatize stories as they are read. Good stories to use are: Caps for Sale, Three Billy Goats Gruff, Three Bears.

SECTION VI. MANAGEMENT TRAINING

A. Information on Self-Employment Tax

B. Social Security Tax Worksheet (UDCS, Family Day Care Unit)

C. Profit and Loss Worksheet (UDCS)

D. Permission to Deduct Social Security Tax

E. Good Money Management

F. Management of Time

G. Typical Schedule of Daily Activities

Information on Self-Employment Tax

Publication 533

1975 Edition

For use in
preparing 1974
Returns

Department
of the
Treasury
Internal
Revenue
Service

Introduction

The self-employment tax is part of the system for providing social security coverage for persons who work for themselves. Each self-employed person must pay self-employment tax on part or all of his income to help finance social security benefits, which are payable to self-employed persons as well as wage earners.

You must file an income tax return and pay self-employment tax if you have net earnings from self-employment of $400 or more, even though you are not otherwise required to file an income tax return. Self-employment tax is computed on separate Schedule SE (Form 1040).

For an explanation of the benefits available to you and your family under the social security program, consult your nearest Social Security Administration office.

Social Security Number

You must have a social security account number if you are subject to the self-employment tax. If you do not have one, apply for it on Form SS-5, available at your nearest Social Security office. Form SS-5 is also available at most Post Offices and at Internal Revenue offices. Fill it out and mail it to the Social Security office serving your area. If you already have a social security account number, do not apply for another one, even though you may have obtained your number while you were an employee.

If you had a number and lost it, file Form SS-5 indicating the state and approximate date you applied for your number originally. This way you will obtain the original number, *not* a new one.

Who Is Liable For This Tax

If you carry on a business as a ***sole proprietor,*** are a ***member of a partnership,*** render service as an ***independent contractor,*** or are otherwise ***in business for yourself,*** you are probably liable for self-employment tax and eligible for participation in the social security program.

If you have more than one business, your net earnings from self-employment are the combined net earnings from all your businesses. Thus, a loss sustained in one business will reduce the income derived from another.

Even if you are fully insured under the Social Security Act, you must pay the proper amount of self-employment tax on your annual earnings.

U.S. citizens abroad are subject to the self-employment tax. However, self-employed citizens may earn up to $20,000 a year without incurring a self-employment tax liability if they meet the bona fide residence test. See Publication 54, *Tax Guide for U.S. Citizens Abroad,* available free from your local Internal Revenue office.

Partnerships

A partner must include his distributive share of partnership income or loss in computing his net earnings from self-employment.

Guaranteed payments you receive from your partnership should be included, plus your share of earnings or minus your share of losses.

If your tax year is different from that of your partnership, you must include your distributive share of partnership income or loss for the partnership tax year that ends within your tax year.

Example. You file your return on the calendar year basis and your partnership uses the fiscal year ending January 31. Include your distributive share of partnership earnings and your guaranteed payments for the fiscal year ending January 31, 1974, in your return for the calendar year 1974.

If a partner dies within the partnership tax year, his self-employment income will include his distributive share of the income earned by the partnership through the end of the month in which his death occurs. This is true even though his estate or heirs may succeed to his rights in the partnership. For this purpose, the partnership income for the year is considered to be earned ratably each month.

For example, suppose that a partner's distributive share of profits for the partnership year ending June 30, 1974, was $2,000. The partner, who filed his return on a calendar year basis, died on August 18, 1974. For the partnership year ending June 30, 1975, assume that the distributive share of the partner and his estate was $3,000. The deceased partner's self-employment income to be shown on his 1974 return will be $2,000 plus $500 (2/12 of $3,000), or $2,500.

A limited or inactive partner will include his distributive share of partnership income or loss and his guaranteed payments in determining his net earnings from self-employment.

Corporations

The performance of services as an officer or employee of a corporation does not subject you to self-employment tax even though you may own most or all of the corporate stock.

Fees received for performing services as a ***director*** of a corporation are includible in self-employment income. It is immaterial whether remuneration is received for attending directors' meetings or for serving on committees.

Subchapter S corporations. You are not liable for self-employment tax on income taxed to you as a shareholder in a small business corporation that elected not to be subject to Federal income tax.

Unincorporated Organizations

Generally, you are not considered self-employed if you are a member of an unincorporated organization that has certain corporate characteristics and is classified as an association taxable as a corporation. See the discussion of such organizations in Publication 542, *Corporations and the Federal Income Tax*, which you may obtain free by sending a postcard to your Internal Revenue office.

Exceptions

In general, every individual carrying on a ***trade, business***, or ***profession***, either individually or in partnership is subject to the self-employment tax, with the following ***exceptions:***

Public officials, elected or appointed, and **state employees** are not generally subject to the self-employment tax on income derived from their positions.

However, if an employee of a state or its political subdivision is compensated **solely** on a fee basis for services not covered under a Federal-State social security agreement, his fees are self-employment income unless, before the due date of his 1968 tax return, he elected not to have his fees covered under the self-employment provisions.

Nonresident aliens are not subject to the self-employment tax. ***Residents of the Virgin Islands, Puerto Rico, Guam, or American Samoa,*** however, are not considered nonresident aliens for self-employment tax purposes and are therefore subject to this tax.

Alien employees of international organizations and foreign governments. Aliens employed within the United States by an international organization or a foreign government, or a wholly-owned instrumentality of a foreign government, are not subject to self-employment tax. ***United States citizens*** employed under such circumstances are subject to self-employment tax if they are exempt from the social security employee tax.

Members of certain religious sects may be exempt from the self-employment tax. An individual eligible for the exemption must be an adherent to the established tenets or teachings of such a sect by reason of which he is opposed to accepting the benefits of any private or public insurance that makes payments in the event of death, disability, old age, or retirement or that makes payments toward the cost of, or provides services for, medical care (including social security benefits). The religious sect must have been continuously in existence since December 31, 1950. To obtain the exemption, an individual must file an application, Form 4029, and waive all social security benefits.

Clergymen and Christian Science practitioners are covered under the self-employment provisions unless they obtain an exemption. To get an exemption, an individual must file a timely application together with a statement that he is conscientiously opposed to, or because of religious principles is opposed to, the acceptance (for services performed as a clergyman or practitioner) of any public insurance that makes payments in the event of death, disability, old age, or retirement, or makes payments toward the cost of, or provides services for, medical care (including social security benefits). Under proposed regulations, the individual must meet either of the following two tests: (1) a "religious principles" test that refers to the institutional principles and discipline of the particular religious denomination to which he belongs; or (2) a "conscientious opposition" test that refers to opposition because of religious considerations of individual ministers and Christian Science practitioners (rather than opposition based on the general conscience of any individual minister(s) or practitioner(s)). The exemption, once obtained, is irrevocable.

How to obtain exemption. Use Form 4361, *Application for Exemption From Self-Employment Tax for Use by Ministers, Members of Religious Orders and Christian Science Practitioners*. This form is available at your Internal Revenue office. Be sure that you file it in triplicate and that you sign and date it.

Time for filing application. Generally, a clergyman in the ministry before 1969 who has not elected to be covered under previous law must have filed an application for exemption from social security coverage by April 15, 1970. A clergyman entering the ministry after 1968 must file his application on or before the due date for the second tax year in which he has $400 or more of net earnings from self-employment, some of which were earnings from the ministry.

Special Rule. Under proposed regulations, certain ministers or Christian Science practitioners to whom the above applies may obtain exemption even though they have not filed Form 4361 within the above time limitations. If the last original Federal income tax return of a minister or practitioner that was filed before the expiration of the above time limitations for filing application for exemption shows no self-employment tax liability, that return will be treated as an application for exemption provided that he files a properly executed Form 4361 before the 60th day after publication of final regulations under section 1402(e) of the Internal Revenue Code [illegible] 1954. For additional information, contact your Internal Revenue office.

In determining net earnings for services performed as a minister, a Christian Science practitioner, or a member of a religious order, you should deduct all expenses attributable to your calling, such as stenographic help, transportation, etc.

You must include as net earnings the rental value of a parsonage or rental allowance furnished you as part of your compensation and the value of meals and lodging furnished to you for the convenience of your employer. These inclusions affect only your self-employment tax liability and do not alter the status of these items for income tax purposes.

Husband and wife missionary teams. If a husband and wife who are both duly ordained, commissioned, or licensed ministers of a church are under an agreement that each is to perform specific services for which they are compensated jointly or separately, they must divide the self-employment income between them according to the agreement. However, if the agreement is with only the husband or the wife the other performing no specific duties for which compensation is granted, the payment received under the agreement is self-employment income only [illegible] the one who is a party to the agreement, even though the other spouse is also a duly ordained, commissioned, or licensed minister.

Self-Employed

Self-employed means more than regular full-time business activities. It also covers certain part-time work including what you do at home or on the side in addition to your regular job. Some examples follow:

Keeping books. An individual performing bookkeeping and related services for several clients as an ***independent contractor*** is engaged in a trade or business, the income from which is self-employment income.

Sideline. T. V. Jones is employed full-time as a clerk by the Green Co., but in his spare time he services televisions and radios. Mr. Jones has ***his own shop,*** equipment and tools, and obtains customers through advertising and the recommendation of former customers. The income from the television and radio service is self-employment income.

An executor's or administrator's fees for administering a deceased person's estate are earnings from self-employment if the fiduciary (that is, the executor or administrator) is

1) A professional fiduciary;

2) A nonprofessional fiduciary who administers an estate ***that includes an active trade or business,*** but only if

a) he actively participates in the operation of the business, and

b) his fees are related to the operation of the trade or business; or

3) A nonprofessional fiduciary of a single estate, the administration of which requires ***extensive managerial activities on his part over a long period of time,*** but only if these activities are sufficient in scope and duration to constitute the carrying on of a trade or business. If he does not know whether he is included in this third category, the fiduciary should contact his local Internal Revenue office.

Research grants. An individual who receives funds under a research grant which are taxable to him, and who is free from the control and direction of the grantor, is an ***independent contractor.*** Such payments are included in his net earnings from self-employment.

Owners of boarding houses, apartment houses furnishing hotel services, tourist homes, or motels are subject to self-employment tax if services are also rendered for the occupants. Generally, services are considered rendered for the occupant if they are primarily for his convenience and if they do not go beyond services usually rendered in connection with the rental of rooms. The supplying of maid service, for example, is considered a service rendered primarily for the occupant, but the furnishing of heat and light, the collection of trash, and so forth, are not.

Trailer park owners providing land, services, and facilities for trailer owners must include all amounts received from this activity in computing net earnings from self employment. These amounts are not "rentals from real estate," as explained later.

Joint returns. Even though you file a joint income tax return with your wife, she is not considered to be a self-employed person with respect to your net earnings from your self-employment. Therefore, she cannot qualify for Social Security coverage on the basis of your self-employment earnings. If your wife has self-employment income of her own, it is subject to the self-employment tax. If you both have self-employment income, you both must file separate Schedules SE.

Community income. For self-employment tax purposes, if any of the income from a business is community income under state community property laws, all the gross income and related deductions are generally treated as gross income and deductions of the husband. However, if the wife exercises substantially all the management and control over the business, all the gross income and related deductions are treated as income and deductions of the wife. A wife is not a self-employed person unless she has her own business or unless she is an actual member of a partnership.

Computing the Tax

If you were self-employed during the year, determine how much of your income, if any, is subject to the tax.

Net Earnings from Self-Employment

Net earnings from self-employment is, generally, the ***net income*** from your business or profession. It includes, with certain exceptions noted below, all of the items of business income and deductions allowable for income tax purposes.

All allowable deductions must be claimed. You may not increase your Social Security coverage and ultimate benefits by failing to deduct all allowable items, including depreciation.

Excluded Income and Deductions

Do not include, in computing your net earnings from self-employment, certain kinds of income and deductions even though they are taken into account in computing income tax. Some of these are:

Rents from real estate or personal property leased with real estate, unless received in the course of business as a real estate dealer or unless services are rendered for the occupant (see *Owners of boarding houses, apartment houses,* discussed earlier);

Interest (unless received in connection with a trade or business, such as interest on accounts receivable);

Dividends on securities (unless you are a dealer in securities);

Undistributed small business corporation income;

Gain or loss from sale or exchange of livestock held for draft, dairy, breeding, or sporting purposes, and not primarily for sale, regardless of how long held, or whether raised or purchased;

Gain or loss from the sale of standing crops sold with land that was held more than 6 months;

Capital gains and losses, such as gain or loss on sale of investment property;

Gain or loss from sale of depreciable property or other fixed assets used in your trade or business;

Gain or loss from cutting of timber if you have elected to treat the cutting as a sale or exchange;

Gain or loss from disposal of timber, coal, or iron ore held for more than six months, if an economic interest has been retained (for example, a right to receive coal royalties);

Gain or loss on sale, trade, or involuntary conversion (including certain casualty losses), or other disposition of property that is neither stock in trade nor held primarily for sale to customers;

Income received by a retired partner under a written plan of the partnership that provides, at least until such person's death, for lifelong periodic payments if the retired partner no longer has any interest in the partnership and did not perform any services for it during the year;

Wages received as an employee (except as otherwise indicated in *Exceptions,* discussed earlier);

Tips received for services rendered as an employee;

Net operating loss deduction;

Foreign expropriation loss deduction;

Deductions relating to any of the above items of income;

Nonbusiness deductions;

Standard deduction;

Deductions for personal exemptions for yourself, your wife, or dependents; and

Any other income gains, losses, or expenses not resulting from the conduct of your trade or business.

Example. You own a grocery store and your business for the year resulted in the following:

Gross profit on sales		$17,500
Expenses:		
Salaries	$9,000	
Rent	2,700	
Heat, light, and air conditioning	1,400	
Other expenses	900	
		14,000
Net operating profit		$ 3,500
Gain on sale of refrigerator		$ 350
Fire loss on store building		$ 1,200
Net operating loss carryover		$ 1,000

In computing taxable income, all these items are taken into account. But in determining net earnings from self-employment only the $3,500 ***net operating profit*** is considered.

Amount Subject to Taxes

You must have $400 or more of net earnings from self-employment to be subject to this tax.

Regardless of age, you must file a tax return for any year that you have $400 or more of net earnings from self-employment, even if you are 65 or over and are receiving social security benefits.

No more than $13,200 of 1974 earnings is subject to this tax. Note: The wage base limitation will increase from $13,200 to $14,100 in 1975.

If you had wages in 1974 that were subject to social security tax, you must subtract them from $13,200 to determine the maximum amount subject to the self-employment tax. If your wages subject to the social security tax are at least $13,200, none of your net earnings from self-employment is subject to this tax.

If you worked for a railroad and earned compensation subject to railroad retirement tax, you may be entitled to a credit on Schedule SE (Form 1040) against your self-employment tax for excess hospital insurance benefits tax paid. Use Form 4469 available from your Internal Revenue office, and follow the instructions for that form.

Rate of Tax

Apply the rate of tax to your net earnings from self-employment. The rate is 7.9% for tax years beginning after December 31, 1973.

Example 1. During the year 1974, you had $15,000 net operating profit from your business and received no wages subject to social security tax. Only $13,200 of your income is subject to self-employment tax. Your self-employment tax would be 7.9% of $13,200 or $1042.80.

Example 2. During the year 1974 you had $15,000 net operating profit from your business and also received $1,000 of wages subject to social security tax. Only $12,200 ($13,200 − $1,000) is subject to self-employment tax. Your tax would be 7.9% of $12,200 or $963.80. If your net earnings from self-employment had been only $3,000, then the entire $3,000 would be subject to self-employment tax, and your tax would be 7.9% of $3,000, or $237.

Example 3. During the year 1974 you had net operating profit from your business of $3,000 and wages subject to social security tax of $11,200. Only $2,000 ($13,200 − $11,200) is subject to self-employment tax and your tax would be 7.9% of $2,000 or $158.

Optional Self-Employment Tax Table

The Internal Revenue Service has developed an Optional Self-Employment Tax Table (Publication 421), that may be used instead of computing the tax. Publication 421 may be obtained free by sending a postcard to your local Internal Revenue office.

Pay-As-You-Go

Your declaration of estimated income tax must include, in addition to your estimated income tax, the self-employment tax attributable to your estimated self-employment income. If, in addition to being self-employed, you receive wages subject to withholding, you may arrange with your employer to increase your withholding to cover the estimated self-employment tax.

You may be subject to a penalty for failure to pay in full a correct installment of estimated tax on or before its due date. For more information obtain Publication 505 from your Internal Revenue office.

Optional Methods for Computing Net Earnings from Self-Employment

You may be able to elect an optional method for computing your net earnings from self-employment. If you have net earnings from nonfarm self-employment you may be able to elect the "Nonfarm Optional Method". If you have net earnings from farm self-employment, you may be able to elect the *Farm Optional Method*. If you have net earnings from both farm and nonfarm self-employment, you may qualify for both options. In general, the optional methods for computing net earnings from self-employment are intended to permit continued coverage for social security self-employment tax purposes even though your net profit for the tax year is small or you sustain a loss for the year.

Nonfarm Optional Method

You may elect the nonfarm optional method: (1) if your actual net earnings from nonfarm self-employment are less than $1,600; (2) if your net earnings from nonfarm self-employment are less than ⅔ of the sum of your gross income (profit) derived from all your nonfarm trades or businesses, including your share of the income or loss from all nonfarm trades or business carried on by partnerships of which you are a member; and (3) if you are self-employed "on a regular basis."

You are considered self-employed "on a regular basis" if your actual net earnings from self-employment were not less than $400 in each of two of the three consecutive tax years preceding the year for which you elect to use this method. Net earnings from self-employment includes your distributive share of net income or loss from any partnership of which you are a member.

You may not use the nonfarm optional method for more than five tax years during your lifetime.

If your gross income (profit) from all nonfarm trades or businesses is less than $2,400 and if your net earnings from your nonfarm self-employment are—

(1) less than $1,600, and

(2) less than ⅔ of your gross nonfar[illegible] profit, you may report ⅔ of the gross inco[illegible] (profit) from your nonfarm business as n[illegible] earnings from self-employment.

Example 1. Mrs. Green, who had actual net earnings from self-employment of $400 or more in 1972 and 1973 from operating a grocery, meets the "2 years of 3" requirement and is considered regularly self-employed. Her earnings from the grocery business in 1974 are as follows:

Gross income	$1,200
Net profit	400

Because her actual net earnings from self-employment are less than $1,600 and less than ⅔ of her total gross nonfarm income, Mrs. Green either may report her actual net earnings of $400 for 1974 or she may elect under the optional method to report $800 (⅔ of $1,200).

Example 2. Assume the same facts as in Example 1 except that gross income is $1,000 and net earnings are $800. Mrs. Green must report her actual net earnings of $800. She may not use the optional method because her actual net earnings are not less than ⅔ of her gross income.

Example 3. Assume the same facts as in Example 1, except that Mrs. Green had a net loss of $700. In this situation she may elect to report $800 (⅔ of $1,200) under the optio[illegible] method.

If your gross income (profit) from all nonfarm trades or businesses is more than $2,400 and if your net earnings from nonfarm self-employment are—

(1) less than $1,600, and

(2) less than ⅔ of your gross nonfarm profit, you may report $1,600 as your net earnings from nonfarm self-employment.

Example 1. Mr. White operates an appliance repair shop. His net earnings from self-employment in 1971 were $8,500; in 1972, $10,500; and in 1973, $9,500. He therefore meets the "2 years of 3" requirement and is considered regularly self-employed. His earnings in 1974 are as follows:

Gross income	$2,800
Net profit	800

Because his actual net earnings from self-employment ($800) are less than $1,600 and less than ⅔ of his gross nonfarm income, Mr. White may elect to report $1,600 as his net earnings from self-employment for 1974, or he may report $800 under the regular method.

Example 2. Assume the same facts as in Example 1 except that Mr. White's actual net profit for 1974 was $1,700. He must report the full $1,700 under the regular method. He m[illegible] not use the optional computation becau[illegible] his actual net earnings from self-employment are not less than $1,600.

Example 3. Assume the same facts as in Example 1 except that Mr. White had a net loss of $700 for 1974. He may elect the optional method and report $1,600 as his net earnings from self-employment.

Farm Optional Method

If you are engaged in the farming business either as an individual or as a partner in a farm partnership, you may be able to use the optional method for determining your net earnings from farm self-employment, regardless of your method of accounting.

Even if you have a net loss from farming, you may use the optional method.

No limitation on frequency of electing optional method for self-employment income solely from farming. Unlike the optional method for nonfarm income, which you may elect for no more than five tax years during your lifetime, the optional method for farm income carries no such limitation.

If your gross income (profit) from farming is not more than $2,400, you may, under this method, treat two-thirds of your gross income as your net earnings from farm self-employment, even though your net income is less than that figure, and even if you have an actual loss.

If your gross income (profit) from farming is more than $2,400, and your actual net earnings from farm self-employment are less than $1,600, you may treat $1,600 as your net earnings from farm self-employment. But if gross income from farming is more than $2,400 and your actual net earnings from farm self-employment are $1,600 or more, you have no choice; you must use your actual net earnings to determine your self-employment tax.

The farm optional method is used only to determine your self-employment tax, and then only if you want to use it. It is not to be used to determine your income tax. Even though you determine your net earnings from self-employment from farming by the optional method, these net earnings are subject to all the other rules explained in this publication to determine whether you are to pay self-employment tax, and if so, how much.

Example. You have gross profit from farming operations of $570, and your net profit is $150. You have no other self-employment income. Under the optional method you may consider two-thirds of $570, or $380, as your net earnings from self-employment. But you will not pay self-employment tax, because neither the $150 actual net profit nor the $380 considered as net earnings from self-employment under the optional method meets the minimum $400 net earnings requirement (discussed at the beginning of this publication).

Gross income (profit) from farming, for the purpose of the farm optional method, is determined by excluding any item listed under *Excluded Income and Deductions.* You must also exclude income, deductions, and losses resulting from any business other than farming. Wheat and cotton program payments and similar government payments received by a landowner who rents his land are excluded unless the owner meets the material participation tests. See also Publication 225, *Farmer's Tax Guide*, available free at your local Internal Revenue office.

Optional Earnings less than Actual Earnings. If you are otherwise entitled to use the farm optional method, you may do so even if your net earnings under this method are less than your actual net earnings. Thus, if your actual self-employment net earnings total $425 and your self-employment net earnings determined under the farm optional method total $360, you do not owe self-employment tax if you elect to use this method. However, you may use your actual net earnings to determine your self-employment tax, if you wish.

If you also have a nonfarming business, you must not add its gross income to your gross income from farming to determine your net earnings from farm self-employment under the farm optional method. However, regardless of the method used to determine net earnings from farm self-employment, you must add all self-employment earnings to get your total net earnings from self-employment.

Electing Both Farm and Nonfarm Optional Methods

If you elect to use both the farm and the nonfarm optional methods according to the rules discussed above, your total net earnings from farm and from nonfarm self-employment cannot exceed $1,600.

Example 1. You were self-employed on a regular basis, as discussed in *Nonfarm Optional Method*, for 1972 and 1973. In addition to your farming business, you also operate a retail grocery store. Your 1974 gross income, net profit, and optional farm and nonfarm net earnings from self-employment are as follows:

	Gross income	Net profit	⅔ of Gross Profit
Farm	$1,200	$900	$ 800
Nonfarm	1,500	500	1,000

Your 1974 net self-employment earnings may be any of the amounts computed below:

Actual farm net profit	Optional farm earnings	Actual nonfarm net profit	Optional nonfarm earnings	Net Self-Employment earnings
$900	—	$500	—	$1,400
—	$800	500	—	1,300
900	—	—	$1,000	1,900
—	800	—	1,000	1,800*

*limited to $1,600

Example 2. Assume the same facts as in Example 1 above except that gross income, net profit, and optional farm and nonfarm net earnings from self-employment are as follows:

	Gross income	Net profit	⅔ of Gross Profit
Farm	$2,600	$400	$1,733
Nonfarm	1,000	800	667*

Your 1974 net self-employment earnings may be any of the amounts computed below:

Actual farm net profit	Optional farm earnings	Actual nonfarm net profit	Optional nonfarm earnings	Net Self-Employment earnings
$400	—	$800	—	$1,200
—	$1,600**	800	—	2,400
400	—	—	667*	—*
—	1,600**	—	667*	—*

*nonfarm optional method may not be elected for 1974 because actual net earnings from nonfarm self-employment ($800) are not less than ⅔ of gross nonfarm profit (⅔ of $1,000, or $667).

**limited to $1,600

Computation of Self-Employment Tax On Schedule SE

Schedule SE (Form 1040), illustrated at the end of this publication, is based on assumed facts concerning Susan J. Brown, who operates a sole proprietorship. Her profit and loss statement shows net profit from her retail ladies' apparel shop, "Milady Fashions," of $18,471.29. If, in addition to operating her business, Mrs. Brown had worked for wages totaling $13,200 or more in 1974 she would not have filled out Schedule SE. If she were engaged in more than one business, she would combine the profits and losses from all of them and fill out just one Schedule SE. Notice that Schedule SE shows only Mrs. Brown's name as the self-employed person. Since her husband has no interest in the business, he is not permitted to pay self-employment tax on this income for social security credit. If her husband had self-employment income, he would have to file a separate Schedule SE. The explanations given below are keyed to corresponding numbers on the filled-in Schedule SE below.

[1] Since Mrs. Brown has no earnings from farm self-employment, she leaves Part I blank.

[2] Mrs. Brown enters on line 5(a) her net profit from her business, $18,471.29.

[3] Because Mrs. Brown has no other self-employment income, she leaves lines 5(b)-(e) blank, and brings the amount on line 5(a) down to line 6. If she had received income from any of the sources listed in items (b), (c), (d), or (e), she would have added these amounts to the amount on line 5(a) and entered the total on line 6.

[4] Since she had no income from excluded services or sources to subtract, Mrs. Brown leaves line 7 blank and brings the amount on line 6 down to line 8.

[5] Mrs. Brown does not fill in lines 9, 10, and 11, ***Nonfarm Optional Method,*** because her net earnings from nonfarm self-employment are $1,600 or more. If these earnings had been less than $1,600, she could have elected the nonfarm optional method if, in addition to having net earnings from nonfarm self-employment of less than $1,600, she was self-employed "on a regular basis" (see *Nonfarm Optional Method*) and net nonfarm self-employment earnings did not exceed two-thirds of her gross profit from her nonfarm business. If she had net earnings from farm self-employment, she would have added them to her nonfarm self-employment earnings; if the sum exceeded $1,600, she would not have qualified for the nonfarm optional method, but she might have qualified for the farm optional method (see *Farm Optional Method.*).

[6] Mrs. Brown brings the amount on line 8 over to line 12(b), and then, because she has no farm income, enters the same amount on line 13.

[7] If Mrs. Brown had received any wages subject to social security tax withholding, she would have subtracted the amount of these wages from $13,200, the maximum on which social security tax may be paid. Since she had no wages or tip income, she brings the $13,200 on line 14 down to line 16. Since li 16 is smaller than line 13, she enters $13,2 on line 17.

[8] Mrs. Brown now computes her self-employment tax; since she entered $13,200 on line 17, she enters $1042.80 (.079 times $13,200) on line 18.

[9] Mrs. Brown makes no entry on line 19, which applies only to railroad employees and railroad representatives.

[10] Mrs. Brown brings the $1042.80 on line 18 down to line 20. This is the amount she will enter on line 55, Form 1040; she will pay it as part of her income tax for 1974.

SCHEDULE SE
(Form 1040)
Department of the Treasury
Internal Revenue Service

Computation of Social Security Self-Employment Tax

▶ Each self-employed person must file a Schedule SE.
▶ Attach to Form 1040. ▶ See Instructions for Schedule SE (Form 1040).

1974

● If you had wages, including tips, of $13,200 or more that were subject to social security taxes, do not fill in this form.
● If you had more than one business, combine profits and losses from all your businesses and farms on this Schedule SE.

Important.—The self-employment income reported below will be credited to your social security record and used in figuring social security benefits.

NAME OF SELF-EMPLOYED PERSON (AS SHOWN ON SOCIAL SECURITY CARD): Susan J. Brown
Social security number of self-employed person ▶ 499 14 8529

Business activities subject to self-employment tax (grocery store, restaurant, farm, etc.) ▶ Ladies Apparel

● If you have only farm income complete Parts I and III. ● If you have only nonfarm income complete Parts II and III.
● If you have both farm and nonfarm income complete Parts I, II, and III.

Part I Computation of Net Earnings from FARM Self-Employment

[1] A farmer may elect to compute net farm earnings using the OPTIONAL METHOD, line 3, instead of using the Regular Method, line 2, if his gross profits are: (1) $2,400 or less, or (2) more than $2,400 and net profits are less than $1,600. However, lines 1 and 2 must be completed even if you elect to use the FARM OPTIONAL METHOD.

REGULAR METHOD 1 Net profit or (loss) from: (a) Schedule F, line 54 (cash method), or line 74 (accrual method)		
(b) Farm partnerships		
2 Net earnings from farm self-employment (add lines 1(a) and (b))		
FARM OPTIONAL METHOD 3 If gross profits from farming[1] are: (a) Not more than $2,400, enter two-thirds of the gross profits		
(b) More than $2,400 and the net farm profit is less than $1,600, enter $1,600		
4 Enter here and on line 12(a), the amount on line 2, or line 3 if you elect the farm optional method		

[1] Gross profits from farming are the total gross profits from Schedule F, line 28 (cash method), or line 72 (accrual method), plus the distributive share of gross profits from farm partnerships (Schedule K-1 (Form 1065), line 15) as explained in instructions for Schedule SE.

Part II Computation of Net Earnings from NONFARM Self-Employment

[2] **REGULAR METHOD** 5 Net profit or (loss) from: (a) Schedule C, line 21. (Enter combined amount if more than one business.)	18,471	29
(b) Partnerships, joint ventures, etc. (other than farming)		
(c) Service as a minister, member of a religious order, or a Christian Science practitioner. (Include rental value of parsonage or rental allowance furnished.) If you filed Form 4361, check here ☐ and enter zero on this line		
[3] (d) Service with a foreign government or international organization		
(e) Other (See Form 1040 instructions for line 37.) Specify ▶		
6 Total (add lines 5(a), (b), (c), (d), and (e))	18,471	29
7 Enter adjustments if any (attach statement)		
[4] 8 Adjusted net earnings or (loss) from nonfarm self-employment (line 6, as adjusted by line 7)	18,471	29

If line 8 is $1,600 or more OR if you do not elect to use the Nonfarm Optional Method, omit lines 9 through 11 and enter amount from line 8 on line 12(b), Part III.

Note: You may use the nonfarm optional method (line 9 through line 11) only if line 8 is less than $1,600 and less than two-thirds of your gross nonfarm profits,[2] and you had actual net earnings from self-employment of $400 or more for at least 2 of the 3 following years: 1971, 1972, and 1973. The nonfarm optional method can only be used for 5 taxable years.

[2] Gross profits from nonfarm business are the total of the gross profits from Schedule C, line 3, plus the distributive share of gross profits from nonfarm partnerships (Schedule K-1 (Form 1065), line 15) as explained in instructions for Schedule SE. Also, include gross profits from services reported on lines 5(c), (d), and (e), as adjusted by line 7.

SE

NONFARM OPTIONAL METHOD		
[5] 9 (a) Maximum amount reportable, under both optional methods combined (farm and nonfarm)	$1,600	00
(b) Enter amount from line 3. (If you did not elect to use the farm optional method, enter zero.)		
(c) Balance (subtract line 9(b) from line 9(a))		
10 Enter two-thirds of gross nonfarm profits[2] or $1,600, whichever is smaller		
11 Enter here and on line 12(b), the amount on line 9(c) or line 10, whichever is smaller		

Part III Computation of Social Security Self-Employment Tax

12 Net earnings or (loss): (a) From farming (from line 4)		
[6] (b) From nonfarm (from line 8, or line 11 if you elect to use the Nonfarm Optional Method)	18,471	29
13 Total net earnings or (loss) from self-employment reported on line 12. (If line 13 is less than $400, you are not subject to self-employment tax. Do not fill in rest of form.)	18,471	29
14 The largest amount of combined wages and self-employment earnings subject to social security tax for 1974 is	$13,200	00
[7] 15 (a) Total "FICA" wages as indicated on Forms W-2		
(b) Unreported tips, if any, subject to FICA tax from Form 4137, line 9		
(c) Total of lines 15(a) and (b)		
16 Balance (subtract line 15(c) from line 14)	13,200	00
17 Self-employment income—line 13 or 16, whichever is smaller	13,200	00
[8] 18 If line 17 is $13,200, enter $1,042.80; if less, multiply the amount on line 17 by .079	1,042	80
[9] 19 Railroad employee's and railroad employee representative's adjustment from Form 4469, line 10		
[10] 20 Self-employment tax (subtract line 19 from line 18). Enter here and on Form 1040, line 55	1,042	80

7

Notes

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. 20402 - Price 30 cents
Stock Number 4804—00749

UNITED DAY CARE SERVICES FAMILY DAY CARE UNIT

SOCIAL SECURITY TAX WORKSHEET

Calculation of Pro-Rated Business Expenses in the Family Day Care

Home of __________________________

Date prepared __________________________

If you operated for the full year the following will apply:

$$\frac{\text{Square feet of space used for day care}}{\text{Total square feet in the house}} = \frac{\_\_\_\_\_\_\text{ sq. ft.}}{\text{sq. ft.}} = \underset{\text{business use}}{\_\_\_\_\_\%}$$

If you operated for a part of this year the following will apply:

Take _____% of business use figured above and multiply by (X)

the _____% of year in operation.

To figure % of year in operation:

$$\frac{\text{Number of months you did operate}}{12} = \frac{\_\_\_\_\_}{12} = \_\_\_\_\_\% \text{ of year in operation.}$$

_________% of business use

Multiply by (X) _________% of year in operation

% of business use which may be subtracted from your total earned income

* * * * * * * * * * * * *

You pay Social Security Taxes on your net income.

The gross (or total) income is the amount paid by United Day Care Services to you for child care services you provided.

Subtract from the gross income figure the percentage you are allowed for business use, to determine your net income.

	Gross Income	________
Less %	Business Use	________
	Net Income	________

Social Security Taxes are paid on the amount of Net Income.

Your future Social Security Benefits at time of retirement are determined on the basis of the amount of social security taxes you have paid.

The percent business use figure is also used to determine other business expenses related to child care that can be deducted from income tax, for example, to figure amount of utilities, etc. used for child care.

UNITED DAY CARE SERVICES

SCHEDULE C (Form 1040)
Department of the Treasury
Internal Revenue Service

Profit (or Loss) From Business or Profession
(Sole Proprietorship)

► Attach to Form 1040.
► Partnerships, joint ventures, etc., must file Form 1065.

1972

Name(s) as shown on Form 1040: Include husband's name if joint return
Social security number: Husband's if joint return

A Principal business activity Service; product Day Care
(See Schedule C Instructions) (For example: retail—hardware; wholesale—tobacco; services—legal; manufacturing—furniture; etc.)

B Business name DCH Operator's Name C Employer Identification Number N/A

D Business address (number and street) Home Address

City, State and ZIP code Home Address

E Indicate method of accounting: (1) ☒ cash; (2) ☐ accrual; (3) ☐ other.

F Were you required to file Form 1096 for 1972? (See Schedule C Instructions) ☐ YES ☒ NO. If "Yes," where filed? ►

G Is this business located within the boundaries of the city, town, etc., indicated? ☐ YES ☐ NO. Answer Yes or No

H Did you own this business at the end of 1972? ☒ YES ☐ NO.

Ⓒ

I How many months in 1972 did you own this business? Indicate months you operated

J Was an Employer's Quarterly Federal Tax Return Form 941, filed for this business for any quarter in 1972? ☐ YES ☒ NO.

IMPORTANT—All applicable lines and schedules must be filled in.

INCOME

1	Gross receipts or sales $ Less returns and allowances $ None Balance ►	$
2	Less: Cost of goods sold and/or operations (Schedule C–1, line 8)	-0-
3	Gross profit	
4	Other income (attach schedule)	-0-
5	TOTAL income (add lines 3 and 4)	$

DEDUCTIONS

6	Depreciation (explain in Schedule C–2) Show details on reverse % of Total	$
7	Taxes on business and business property (explain in Schedule C–3) % of Total City & County	
8	Rent on business property % of Total – if house is not owned	
9	Repairs (explain in Schedule C–3) % of Total – show details on reverse	
10	Salaries and wages not included on line 3, Schedule C–1 (exclude any paid to yourself)	N/A
11	Insurance on house % of Total	
12	Legal and professional fees If any – Direct Expense of % of Total – Tax Return Preparation	
13	Commissions	N/A
14	Amortization (attach statement)	N/A
15	(a) Pension and profit-sharing plans (see Schedule C Instructions)	N/A
	(b) Employee benefit programs (see Schedule C Instructions)	N/A
16	Interest on business indebtedness If any – 100% of Direct or % of Total – Fence, etc.	
17	Bad debts arising from sales or services	N/A
18	Depletion	N/A
19	Other business expenses (specify):	
	(a) Grass Mowing – % of Total	
	(b) Cleaning Supplies – % of Total	
	(c) Electricity – % of Total	
	(d) Water – % of Total	
	(e) Fuel – % of Total	
	(f) Telephone – % of Total	
	(g)	
	(h)	
	(i) Food used for DCH Children	
	(j)	
	(k) Other supplies used for DCH Children	
	(l) Toys, books, etc. used for DCH children	
	(m)	
	(n) Miles driven with children or on DCH business @ $.13 per mile	
	(o)	
	(p) Total other business expenses (add lines 19(a) through 19(o))	
20	Total deductions (add lines 6 through 19)	$
21	Net profit (or loss) (subtract line 20 from line 5). Enter here and on line 35, Form 1040. ALSO enter on Schedule SE, line 1	$

Any amounts shown as business expense must not be included in itemized deductions on personal taxes.

SCHEDULE C–1. COST OF GOODS SOLD AND/OR OPERATIONS (See Schedule C Instructions for line 2)

1	Inventory at beginning of year (if different from last year's closing inventory, attach explanation)	
2	Purchases $ .... Less cost of items withdrawn for personal use $ .... Balance ►	NA
3	Cost of labor (do not include salary paid to yourself)	
4	Materials and supplies	
5	Other costs (attach schedule)	
6	Total of lines 1 through 5	
7	Less: Inventory at end of year	
8	Cost of goods sold and/or operations. Enter here and on line 2, page 1.	

Method of inventory valuation ►

Was there any substantial change in the manner of determining quantities, costs, or valuations between the opening and closing inventories? ☐ YES ☐ NO. If "Yes," attach explanation.

SCHEDULE C–2. DEPRECIATION (See Schedule C Instructions for line 6)

Note: If depreciation is computed by using the Class Life (ADR) System for assets placed in service after December 31, 1970, or the Guideline Class Life System for assets placed in service before January 1, 1971, you must file Form 4832 (Class Life (ADR) System) or Form 5006 (Guideline Class Life System). Except as otherwise expressly provided in income tax regulations sections 1.167(a)–11(b)(5)(vi) and 1.167(a)–12, the provisions of Revenue Procedures 62–21 and 65–13 are not applicable for taxable years ending after December 31, 1970. **If you need more space, use Form 4562.**

Check box if you made an election this taxable year to use ☐ Class Life (ADR) System and/or ☐ Guideline Class Life System.

a. Group and guideline class or description of property	b. Date acquired	c. Cost or other basis	d. Depreciation allowed or allowable in prior years	e. Method of computing depreciation	f. Life or rate	g. Depreciation for this year
1 Total additional first-year depreciation (do not include in items below) →						
2 Depreciation from Form 4832			▨	▨	▨	
3 Depreciation from Form 5006			▨	▨	▨	
4 Other depreciation:						
Buildings House - if owned						
Furniture and fixtures Must be itemized and listed at current value and then depreciated.						
Transportation equipment						
Machinery and other equipment						
Other (specify)						
Fence - 10 to 12 years						
5 Totals						
6 Less amount of depreciation claimed in Schedule C–1						
7 Balance—Enter here and on page 1, line 6						

SUMMARY OF DEPRECIATION (Other Than Additional First Year Depreciation)

	Straight line	Declining balance	Sum of the years-digits	Units of production	Other (specify)	Total
1 Depreciation from Form 4832		NA		▨	▨	NA
2 Depreciation from Form 5006				▨	▨	
3 Other						

SCHEDULE C–3. EXPLANATION OF LINES 7 AND 9

Line No.	Explanation	Amount	Line No.	Explanation	Amount
9	Toilet Repair	$			$
9	Washing machine repair				

SCHEDULE C–4. EXPENSE ACCOUNT INFORMATION (See Schedule C Instructions for Schedule C–4)

Enter information with regard to yourself and your five highest paid employees. In determining the five highest paid employees, expense account allowances must be added to their salaries and wages. However, the information need not be submitted for any employee for whom the combined amount is less than $10,000, or for yourself if your expense account allowance plus line 21, page 1, is less than $10,000.

Name	Expense account	Salaries and Wages
Owner		▨
1		NA
2		
3		
4		
5		

Did you claim a deduction for expenses connected with:

(1) Entertainment facility (boat, resort, ranch, etc.)? ☐ YES ☐ NO (3) Employees' families at conventions or meetings? ☐ YES ☐ NO

(2) Living accommodations (except employees on business)? ☐ YES ☐ NO (4) Employee or family vacations not reported on Form W-2? ☐ YES ☐ NO

☆U.S. GOVERNMENT PRINTING OFFICE : 1972—O-458-278 28-1118272

PERMISSION TO DEDUCT SOCIAL SECURITY TAX

I authorize United Day Care Services to deduct $____________ a month from my check beginning ________________, for the purpose of making payments on Social Security Tax.

____
Family Day Care Mother

____
Director, Family Day Care Unit

____
Date

GOOD MONEY MANAGEMENT

Buying On Credit

Do....

1. Read each page of the contract or agreement. Be sure it says exactly what the salesman says. If it does not, DO NOT SIGN IT ! ! !
2. Know what the total cost will be to you when the payments are finished; that is, cost of item, carrying charges, cost of credit, and other added charges.
3. Know that the price tag on the item is the price of the item alone. It does not include cost of credit, delivery charge, installation costs, or any other added charges.
4. Be sure to compare prices. This means going to other stores and comparing brands and prices.
5. Get in touch with Legal Services immediately when you are told that there was a mistake on the contract and you are asked to sign again. DO NOT SIGN ! ! !
6. Be careful when you buy food freezers, televisions, washing machines, pictures of well-known people which light up.
7. Know that the interest rates are very ddceiving and hard to understand.

Don't....

1. Sign your name to any contract or papers until you have talked with someone in the area of Consumer Counseling.
2. Buy any item until you know the total amount it will cost you including credit and other charges.
3. Borrow money unless you have to. If you must borrow, try to borrow from a credit union or bank. These two places charge less interest.
4. Allow fast-talking salesmen to talk you into buying something if you do not particularly want or need it or cannot afford to pay for it.
5. Allow salesmen to leave anything at your house to "try out" if you do not want it. If they insist, tell them you will not be responsible for it and do not sign your name to anything.
6. Ever tell a salesman you cannot afford an item. He will show you how you can afford it. Tell the salesman that you do not want the item.
7. Buy from salesmen who tell you that you do not have to read the contract.
8. Buy anything on credit thinking that you can pay for it by getting new customers for the salesman.
9. Be afraid to say NO to a salesman.

WHEN YOU BUY ON CREDIT ....

1. Ask yourself, "Can I pay all of my other bills each week or each month and still pay this new one?
2. When you go to a store to see an item which has been advertized, do not allow the salesman to show you another item at the advertized price.
3. Ask someone to go with you when you borrow money, open a charge account, or buy expensive items on credit.
4. Find out what happens if you miss a payment. Will this cost you extra money?
5. If you make a payment late, is there a "late fee?"
6. Find out what property you must put up as collaterial.
7. If you finish paying the bill early, will you get a refund?
8. Beware of salesmen who tell you to get a friend to buy and that this will reduce your payments.

GOOD MANAGEMENT OF TIME IN FAMILY DAY CARE HOMES

Some suggestions on how to make the most of your time:

1. No is totally indispensable, so -- take it easy! Be sure to always get a good night's rest.
2. The best way to get more time is to get up earlier in the morning!
3. Start your day right, calmly with a good breakfast.
4. Sit down and plan your next move, as days differ; situations also differ.
5. Do your major chores on weekends.
6. Do your menial chores after day care children are gone for the day.
7. For example, washing can be done at night, clothes hung out to dry the next morning when you take the children outside to play. (Dress them according to weather conditions. Even in cold weather, getting outside for a short while is good, around mid-morning.)
8. Relax while children are napping so you will be ready for a fresh start when they are.

MAJOR CHORES

Cleaning refrigerator
Cleaning range
Washing windows
Cleaning closets
Cleaning the yard
Shampooing the carpet

MENIAL CHORES

Mopping or waxing floors
Washing
Ironing
Baking
Washing woodwork

TYPICAL SCHEDULE OF DAILY ACTIVITIES in a FAMILY DAY CARE HOME

6:15 a.m.	Mother awakes and begins routine activities
6:50 a.m.	First day care child arrives
7:00	Breakfast is served to family (including day care child)
7:30 a.m.	Husband leaves; takes children to school or bus picks up children.
7:40 a.m.	Two other day care children arrive. Breakfast is served to these two
7:45 a.m.	Day Care Home Mother sets up playroom
8:00 - 9:30 a.m.	Morning free play; Captain Kangaroo a possibility
9:30 - 10:00 a.m.	Clean-up period; toileting and handwashing
10:00 - 10:30 a.m.	Storytime or Sesame Street on T. V.
10:30 - 11:30 a.m.	Walk or outdoor play
11:30 - 12:30 p.m.	Preparation for lunch (toileting, handwashing, setting table) lunch
12:30 - 2:00 p.m.	Nap
2:00 - 2:30 p.m.	Children awake, toileting, diaper change, etc.
2:30 - 3:15 p.m.	Educational activities (painting, games, puzzles, cutting and pasting, housekeeping, etc.)
3:15 - 3:45 p.m.	Snack
3:45 - 5:00 p.m.	Free play - outdoor play if weather permits
5:00 p.m.	Day care children begin to leave

NIGHT DUTIES

Plan and gather materials for educational activities and planned activities for the next day.

Attend training session and meetings when held.

Attend to personal and household needs.

SECTION VII. PARENTS AND FAMILY DAY CARE

A. A Notice of Available Child Care Service in Family Day Care

B. Request for Care and Placement

C. Request for Infant Care

D. Questionnaire for Parents of Children in Family Day Care

E. Family Fee Information Sheet for UDCS (to Assess Need and Fees)

F. Clearance for Enrollment of Department of Social Service Children

G. United Day Care Services Policies for Parents of Children in Family Day Care

H. Information for the Family Day Care Mother's Folder on Each Child

  1. Application

  2. Personal History

  3. Medical Information

  4. Contact and Emergency Information (a 5" x 7" card)

  5. Admission Card for School-Age Child to Receive After School Care

I. Notice of Acceptance Mailed to Parents

J. Day Care Notice
(Procedure for Terminating Care for DSS Child)

K. Procedure for Reporting Accidents

L. Children's Accident Report Form (UDCS)

Do you want to find a job, but you need someone to care for your children?

Day Care Homes can help!

For more information call 273-9451 Ext. 3 or 4.

REQUEST FOR CARE AND PLACEMENT

The mother or applicant may request day care through a telephone call or a visit to the Family Day Care Unit Office. The mother may need help in making arrangements for more than one child. The staff will consult with the parents to determine what the needs are and how the needs of the family and child can be met. It is the staff's responsibility to explain agency policy and the joint responsibilities of the family day care mother and the parents.

The family day care staff will try to place a child in a home based on:

1. availability of spaces for individual children, based on age
2. possibility of placing siblings in the same day care home, based on available spaces
3. the possibility that a younger child should be placed in a family day care home but that an older sibling might need group care in a center
4. the distance from the child's own home or his parents' employment site to his day care home and availability of transportation
5. a visit by the natural mother with the family day care mother and the natural mother's approval of the placement
6. the family day care mother's desire to keep the child and her desire to work with the natural mother
7. determination of Department of Social Services eligibility and approval by the DSS social worker, or the possibility of a UDC scholarship if not DSS approved.

When placement is complete, a written note is mailed to parents of the child confirming the arrangement.

REQUEST FOR INFANT CARE

Date of call ______________________________

Person receiving call ______________________________

Child's Name ______________________ Birthdate __________ Age ______
mo./day/yr.

______________________ Birthdate __________ Age ______
mo./day/yr.

______________________ Birthdate __________ Age ______
mo./day/yr.

Mother's Name ______________________________ Birthdate __________
mo./ day/ yr.

Address ______________________________

Telephone No. (Home) __________________ (Business) __________________

Income ______________________________

Father's Name ______________________ Birthdate __________
mo./ day/ yr.

Address ______________________________

Telephone No. (Home) __________________ (Business) __________________

Income ______________________________

Mother's Place of Employment ______________________________

Father's Place of Employment ______________________________

Hours When Care Needed ______________________________

Date Care Needed to Begin ______________________________

Transportation ______________________________

How Many Other Children in Day Care ______________ (Where) ______________

How Many Other Children in Family ______________________________

Time Convenient for Day Care Home to Call ______________________________

Caseworker ______________________________

Paying Parent ______________________________

Appointment ______________________________

Suggested Day Care Home ______________________________

QUESTIONNAIRE FOR PARENTS OF CHILDREN
IN
FAMILY DAY CARE

1. Why did you decide to place your child (children) in a family day care home?

2. What do you expect from a family day care mother?

3. How do you feel you can improve the family day care program?

4. What are your concerns in family day care, in the environment? In the curriculum?

5. What are your feelings about parent meetings? ______________________

   ____

   How often would you be interested in meeting? ______________________

   Day of week preferred? ______________________________

   Time preferred? ____________________________________

6. What are your feelings about volunteering some of your time for the program?

7. Areas of interest:

   A. Hemming sheets and blankets? ________

   B. Repairing toys? ___________

   C. Painting tables and chairs? ________

   D. Contributing otys, clothing, equipment, etc.? ___________

   E. Any spare time you may have to lend a hand? ___________

FAMILY FEE INFORMATION SHEET FOR UNITED DAY CARE SERVICES

NOTE: Parents receiving scholarships from Department of Social Services, Government Programs, or United Day Care Services, complete Section I and II. Parents paying full fee, complete Section II. (Make two copies; one for child's file and one for parents.)

Name of Child ____________________ Name of Parents ____________________

SECTION I INCOME

Persons Employed in Household:	Place of Employment:	Gross Salary or Wage:	Take Home Pay:

OTHER INCOME

Property Rental $________ Room Rental $________ Social Security $________

Veterans Benefits $________ Department of Social Services $________

Child Support $________ Other $____________________

Number of Persons in Household Dependent Upon this Income ________

Expenses for Children Living or Receiving Care Elsewhere $______ per ____ (week, month, etc.) Paid to (Name and Address) ____________________

NAME OF CASEWORKER (if Receiving Public Assistance) ____________________

****

SECTION II FEE $____________________

I understand that the cost per child is $22.50 - $28.75 per week in a center, $10.00 in an After-School Center, and $18.50 in a Day Care Home. When I am unable to pay the full cost, I understand that the difference between what I pay and the actual cost will be paid by the United Campaign for Greater Greensboro Area, or by another sponsor. I agree that when possible I will do things for the program to keep costs down, and that I will try to participate in center activities.

I understand that the fee established will be reviewed at least once a year. I also understand that I may request review of the fee being charged at any time when the fee seems to be more than I can pay, or our household income increases and will permit a higher fee.

I further understand that fees are due in advance (Monday) by the week or month.

I realize that my child cannot receive care from the program unless my fee is paid.

____________ (Date) ____________ (Father's Signature) ____________ (Mother's Signature)

UDCS WILL PROVIDE SERVICE FOR THE ABOVE CHILD IN TERMS OF THE AGREEMENT STATED ABOVE.

CLEARANCE FOR ENROLLMENT OF DEPARTMENT OF SOCIAL SERVICE CHILDREN

UNITED DAY CARE SERVICES
808 N. Elm Street
Greensboro, N. C. 27401
273-9451

Identifying Information:

Parent(s) Name ____________________

Address ____________________

Names and Birthdates of Children to Use Day Care Services:

____

____

____

Seeking care at: __________ Day Care Center ____________________
Name of Center

__________ Day Care Home

* * *

Please admit the above children for day care services with Guilford County Department of Social Services responsible for payment except (Indicate "none" if no exceptions)

____

____

__________ Date

____________________ Signature of Caseworker

* * *

1. One copy is to be completed by UDCS worker or D.S.S. worker with whom service request was initiated.
2. Client must take to D.S.S. for approval, or D.S.S. worker can immediately approve when service request is initiated with them.
3. UDCS Director must have this completed form before admitting any child as a D.S.S. sponsored child.
4. Requirement in #3 may be waived if the D.S.S. worker gets completed form to the D.S.S. Day Care Coordinator, and she phones the center or program authorizing admission.

UNITED DAY CARE SERVICES POLICIES
FOR
PARENTS OF CHILDREN IN FAMILY DAY CARE

The Day Care Homes of United Day Care Services must meet requirements for a city privilege license, be registered with the Child Day Care Licensing Board of North Carolina and be certified by the North Carolina Department of Social Services. The family day care mother is required to have yearly physical examinations, a yearly x-ray and be willing to participate in a 25 hour training session.

Age appropriate toys and equipment are furnished by United Day Care Services for each child placed in a day care home.

Daily attendance records are kept on each child, therefore, it is important that the family day care mother be notified whan a child is going to be out.

Parent responsibilities include the following:

1. Parents of infants will furnish:

    A. formula
    B. baby food or any special food
    C. diapers
    D. powder
    E. a complete change of clothes
    F. plastic bags for soiled diapers

2. Parents of older children will furnish:

    A. a complete change of clothing to be left with the family day care mother
    B. training pants
    C. comb, bursh

3. Food for the children placed in a day care home who are eating table food and drinking regular milk will be furnished by United Day Care Services. The amount of food given each child is determined by the U. S. Department of Agriculture's requirements. Children are served a breakfast snack, a hot lundh and an afternoon snack. Lunch is delivered to the day care homes daily; snacks are delivered once a month or as needed.

Fees

4. Fees are due in advance on or before the first day of admission of the child to the home. They may be paid weekly, bi-weekly or monthly, but a consistent arrangement should be made with the parents to pay the total assigned fee in advance for the designated amount. The monthly fee is based on 4 - 1/3 weeks. Fees for care in a day care home is $18.50 per week per child for a full day, and $10.00 per week per child for after school or part time care. The full fee will be charged for any week during which the child is enrolled. Therefore, if a child is enrolled and does not attend for any reason the regular fee is still required. Parents who go on vacation and want to hold a space for their child can do so by paying a holding fee of $9.25 per week for two weeks out of one twelve month period. If the parent wants to hold the space for more than two weeks then the full fee of $18.50 per week will be due for each additional week held.

5. When the parent does not pay the child's fee in advance and has not come for a conference with the Director of Day Care Homes to request an emergency waiver or a change in fee the director must terminate the care of the child. If care for a child is terminated leaving an unpaid fee, the financial clerk will send a letter to the parent requesting payment. When payment is not received by the end of 30 days the name of the parent and the amount of the unpaid fee is sent to the Credit Bureau.

6. If a child is absent on Monday the fee is to be collected prior to admission when the child returns.

Absences

7. When a child is absent from the day care home the parent will be contacted within 24 hours. If contact cannot be made by telephone or visit a letter will be sent to the parent asking the parent to contact the family day care office. The letter will also state that care of the child will be terminated 5 days, unless the office has been contacted. The parent and/or sponsor will be charged the assigned fee until date of terminated.

8. Arrangements for vacation time for family day care mothers will be made with the director and with the parents. Children will be placed in our emergency day care homes when regular day care home mother is ill, on vacation or out for any reason. The emergency homes are made available to each parent; if the parent chooses not to use the emergency home the fee is still due if the space is to be be retained.

9. When a child becomes ill during the day, he is isolated from the other children. Parents are notified and arrangements made for the child to go home. No child will be accepted in a home if he is ill upon arrival. Medication is administered by the family day care mother only when the parent gives written permission and medicine is prescribed by a doctor.

Holidays

10. Day care homes will be closed on New Years Day, Easter Monday, July Fourth, Labor Day, Thanksgiving Day, the day before Christmas, Christmas Day, and the day after Christmas. Christmas Day, and the day after Christmas. Parents will be responsible for the fee during holidays.

Hours

11. A day is considered to be no more than 9 hours. Parents are expected to bring and pick-up children at the time agreed upon in the placement visit unless the family day care mother has been called by the parent and has agreed to a change. Parents who do not pick up the child at the set time may be charged for the overtime at the rate of $1.00 per hour. The family day care mother may refuse to accept a child who is brought before the time set in the original agreement and the family day care mother may refuse to accept a child whose parents are habitually late picking him up.

12. The children receiving care in the day care homes of United Day Care Services are covered by accident insurance while in the home, while on the way to the day care home and back to their own home in the evening. This coverage will pay all medical expenses in case of an accident. This does not affect any hospitalization coverage parents may have.

13. Medical examinations of children under the age of one year who are in family day care must be renewed every four months and renewed once a year for children over one year of age.

14. The parent should bring on the first day of placement the following records to be kept at the home of the family day care mother:

    A. application
    B. personal history
    C. medical form
    D. contact emergency card
    E. schedule for eating and sleeping for infants

15. The parent must visit the day care home along with the child before care begins.

16. Parents should give notice to the family day care mother or the director of a decision to remove their child from the program at least one week in advance. This will eliminate charging the parents for days that the child will not be there.

17. If a child is being sponsored by a Department of Social Services' scholarship, a clearance form must be singed by the caseworker and returned to the director of the Family Day Care Unit before a child can be placed. The form will indicate the responsibility of the Department of Social Services and the responsibility of the parents.

18. Children placed in day care homes are to be picked up only by adults authorized to do so by the parents. The name of these adults are to be put on the application form and the contact emergency card.

19. When a parent changes jobs, changes telephone numbers or changes address, the family day care mother and the Family Day Care Unit office should be notified immediately.

20. Visits will be made to the day care home on a regular basis by the director, the toy demonstrators and the educational specialist who will be working with the family day care mother and your children to continuously improve the quality of the experiences your children are receiving.

21. Parents are expected to attend at least one parent meeting during the year. They are also encouraged to serve on the Policy Council of United Day Care Services.

APPLICATION

Form 3 Revised 7-20-70

For admission to: ____ UNITED DAY CARE SERVICES, INC. DAY CARE PROGRAM
or
____ UNC-G DEMONSTRATION NURSERY CENTER PROJECT

Who told you about our program? ____________________

Child's Name ____________________
Last First Middle

Date of Birth ____________ Sex ________ Telephone ____________

Address ____________________ Zip Code ____________

Family Background	Father	Mother
Name		
Birthdate		
Occupation		
Company worked for		
Yrs. of school completed		
Degree received		

Parents' marital status:

Two-parent-family ____________
(Explain if one parent is frequently absent; e.g. in military service, works in another city, etc.)
____
____

One-parent-family ____________
(Explain: e.g., widowed, divorced, separated, etc.) ____________
____

Information on ALL brothers and sisters (Use other side if needed)

Name	Sex	Birthdate Mo. Day Year	Grade	Who cares for at present

Others living in home (adults or children)

Name	Birthdate	Last year of school completed	Relation to parents

Hours child needs care: From ____________________ to ______________________

Why are you seeking day care for your child(ren)? ______________________

____

If your child has had previous experience in group care, where? ______________

____

If mother is not working now, does she plan to work? ____________________

Occupation will be: ______________________ Where? ______________________

Does your child take medicine every day? ________ Why? ____________________

Does your child have any other handicaps or medical problems? ______________

____

IMPORTANT

If my child is accepted for admission, I:

1. Will help the staff find the best way of letting him become familiar with the program and come with him for a few hours the first day or so if necessary.
2. Will fill out other information sheets about my child for the staff.
3. Will obtain a medical examination and get a Medical Information Form completed for him.
4. Give my permission for my child to go on walks and trips under supervision of the staff.
5. Give my permission for the staff to act on my behalf if emergency medical treatment is required for my child and I cannot be reached.
6. Give my permission for pictures to be taken of my child while he is in the program.

7. I understand that United Day Care Services and the UNC-G Demonstration Nursery Center are a part of a study on the development of young children in groups. If my child is selected to be one of those in the study, I:

   a. Give my permission for him to be examined by the pediatrician on the project (in addition to the examination by my child's own doctor).
   b. Give my permission for him to be tested in the day care setting every three to six months with infant development tests.
   (Infants and toddlers enjoy these tests which are new toys to them.)

____________ ______________________ ______________________

Date Father's Signature Mother's Signature

Notes: A. If you have any questions about any items on this application form, please contact a member of the staff.

B. If your child is selected to be one of the children in the study, you will receive a longer description of it.

Form 5/8 Revised 8/1/70

UNITED DAY CARE SERVICES, INC. UNC-G DEMONSTRATION NURSERY CENTER PROJECT

PERSONAL HISTORY

Child's Name ____________________ Name by which he is called ____________

Birth date ____________ Birth weight ____________ Birth height ____________

Hospital in which child was born ______________________________

City ______________________________

Mother's obstetrician ______________________________

Type of birth: Full term ________________ Premature ____________

Were instruments used: Yes ______ No ______ Don't know ____________

Special problems during pregnancy? ______________________________

Complications at birth? ______________________________

____

Mother's pregnancy history:

No. of previous pregnancies ________ No. of children stillborn ________

No. of miscarriages or abortions ______ No. of children born alive and no longer living ________

No. of children living ____________

Age at death of each child who is no longer living _____, _____, _____

Is child adopted? ____________ At what age? ____________

Do you plan to tell child about adoption? ____________

Birthplace (city and state) of: Father ____________ Mother ____________

Number of previous marriages of: Father ____________ Mother ____________

CONTACT INFORMATION

Father's business phone ____________ Mother's business phone ____________

Father's working hours ____________ Mother's working hours ____________

If parents cannot be contacted at work, is there someone else who usually knows where they are? ________ Name: ____________

If parents cannot be reached, in case of emergency, call:

Name ______________________ Telephone ____________

Child's doctor ____________ Phone ________ Hospital preference ________

Persons who will take child home: Mother? ____________ Father? ____________

Names of others ______________________________

HEALTH INFORMATION

How healthy is your child? ____________________

Does he often have:

Colds ____________ Ear aches ____________

Upset stomach ____________ Fever ____________

Constipation ____________ Hay fever ____________

Diarrhea ____________

Has he had:

Measles ____________ Mumps ____________ Whooping Cough ____________

German measles ____________ Chicken pox ____________ Scarlet fever ____________

Has he had any operations? ____________ If so, give date and describe ____________

____

Has he had any serious accidents? ____________________

If so, give date and describe ____________________

RELATIONS WITH OTHER PEOPLE

Has child had any experience of being separated from parents for any length of time, such as visiting grandparents, child or mother being hospitalized, having another caretaker while mother works, etc.? ________ Describe the experience (why, where, how long, relation of caretaker to child). ____________________

____

____

Describe child's reaction to care by adults other than the parents. If he has not had a long-term experience as described above, explain his reaction to staying with neighbors or baby sitters for shorter periods. ____________________

____

____

Describe the child's usual activities with:

Father ____________________

Mother ____________________

Brothers & sisters ____________________

Others in home or frequent visitors ____________________

DAILY ROUTINES

Feeding

What difficulties, if any have been associated with feeding this child? ____________

____

Comment on child's appetite and interest in food ____________

____

Favorite foods? ____________

Disliked foods? ____________

Have sensitivities to particular foods been noted? ____________

Describe ____________

Has child shown interest in feeding himself? ____________

Comment ____________

Is a vitamin/mineral preparation given? ______ Name: ____________

Sleeping

What difficulties, if any, have been associated with sleeping? ____________

____

Night sleep: from ____________ p.m. to ____________ a.m.

Naps: from ____________ to ____________

from ____________ to ____________

Prefers to sleep on: stomach ____________ back ____________

Any special ways of helping him get to sleep? ____________

Does he usually cry when he: goes to sleep ____________ wakes up ____________

Elimination

Has training for bowel control been started? ______________________

When? ______________ Child's term for bowel movement ______________

Comment on success or difficulties ______________________

____

Has training for daytime/nighttime bladder control been started? ______________

When? ______________ Child's term for urination ______________

Comment on success or difficulties ______________________

____

Is your child walking? ________ If so, when did he start? ______________

Is your child talking? ________ If so, when did he start? ______________

Is there anything else we should know about your child which will help us take care of him? ______________________

____

____

MEDICAL INFORMATION FOR CHILDREN BEING ACCEPTED IN DAY CARE WITH UNITED DAY CARE SERVICES, INC.

Name ______________________ Parent's Name ______________________

Birth Date ______________ Address ______________________________

Date ____________

General Appearance

Head-
Eyes-
Ears-
Nose-
Heart- Adenoids- Tonsils-
Lungs-
Abdomen-
Extremeties-
Genitalia-
Congenital Malformations-
Behavioral Characteristics-
Sleeping Habits-
Convulsions-
Allergies-
Drugs Sensitives-
Stool-

CERTIFICATE OF IMMUNIZATIONS

D.P.T. (Series) 1.......... (Date) 2 .... (Date) 3 .... (Date) Booster .... (Date)

D.T. Booster .... (Date) Had disease Whooping Cough .... (Date)

Tetanus (Booster) .... (Date)

Polio (Series) 1.......... (Date) 2.......... (Date) Booster .... (Date)

Measles (Red) .... (Date)

Smallpox .... (Date) Other ....

Other ....

____
Physician's Signature

CONTACT AND EMERGENCY INFORMATION

Child's Name Birthdate Date Admitted

Address Telephone

Father's Name Where Employed Hours Business Phone

Mother's Name Where Employed Hours Business Phone

If neither father nor mother can be reached, in case of emergency call:

Telephone

Name of Child's Doctor Phone Hospital Preference

Known Allergies

Check diseases child has had: Measles Mumps Whooping Cough German Measles Chicken Pox

The following persons will pick up my child unless a note is sent authorizing someone else.

(over)

I give my permission for my child to go on walks and trips under supervision of the of the family day care mother.
I give my permission for my child to receive physical examinations, eye and hearing tests when arranged by the agency staff and the family day care mother.
If emergency medical care is deemed necessary by a physician and I cannot be contacted, I authorize the agency-affiliated person in charge to act in my behalf in granting permission for my child to receive treatment or surgery.
I give permission for pictures of my child to be taken while attending family day care or participating in day care program activities. The pictures may be used for UDCS approved publications and film presentations.
I give permission for my child to be a participant in agency approved evaluation and research studies.

Date Father's Signature Mother's Signature

ADMISSION CARD

After School Care ______________

Day Care Home ______________

Name of Child ______________ Birthdate ______________

Name of Parents/Guardian ______________ Birthdate ______________

Address ______________ Date Enrolled ______________

Telephone: Home ______________ Office ______________ Date Terminated ______________

Employment: Father ______________ Income ______________
Mother ______________ Income ______________
Guardian ______________ Income ______________

Family Situation (Check one or more that apply):

Mother:
( ) Single
( ) Married
( ) Separated
( ) Divorced

( ) Both Parents in Home
( ) Father Out of Home
( ) Guardian
( ) Other; Indicate relationship ______________

Number of Children in Family ______________ Total Number Children & Adults Dependent on Income ______________

Fee Assigned: ______________ (If AFDC give name of Caseworker) ______________

(over)

How long do think you will need cay care for this child? ______________

Reason for Termination:

____

____

NOTICE OF ACCEPTANCE MAILED TO PARENTS

Dear ______________________________

United Day Care Services in happy to accept _______________ for care in the home of ___________________ (address) __________________________ (telephone) _________ beginning ___________________.

The fee for approximately nine hours of care per day is $18.50 per week per child. This amount (or the amount it has been determined you are to pay) must be paid upon entrance, in advance. The fee for after school care is $10.00 per week. This is also due in advance.

The fee is to be paid to the family day care mother each Monday morning or the beginning of each new week or she cannot accept your child for care that day.

The family day care mother will furnish individual beds and other equipment, food, and educational toys. (You are responsible for furnishing baby food, milk for babies on formula, bottles, and diapers if you have a very young child.) You need to bring extra clothes so that a chnage of clothing is always in the day care home for your child. Children must be picked up at the times that has been arranged with the family day care mother. A fee of $1.00 per hour will be charged for each hour or any part of the hour that you are late in the evening.

Plan to take ___________________ for a visit with his new family day care mother sometime before you plan to leave him so that he can get to know his family day care mother. Then it will not be too hard for him when you leave him all day for the first time.

Your family day care mother will be guided and assisted by our staff in giving your child good care while you will be working. We hope this will be a happy and beneficial arrangement for you and your child.

Sincerely,

(Mrs.) Betty Sherrod
Director, Family Day Care Unit

CC-DSS-85 (5-74)

DAY CARE NOTICE

DATE ____________________

TO: Guilford County Department of Social Services Day Care Unit

FROM: ______________________________
Director

____
Day Care Center or Home

RE: ______________________________
Child's Name

SOCIAL WORKER: ____________________

The above named child has been absent for 5 consecutive days beginning ____________.

____ We have contacted the parent and the reason for the absence is: ________
____
____

____ The parent notified us on ____________ that the above named child's enrollment is to be terminated on __________. Payment for child care is to be discontinued effective ____________________.
(2 weeks from date of notice)

1. For centers operated through United Day Care Services in Greensboro and Developmental Day Care Program Inc. in High Point, please send one copy to your central office in addition to the one sent to Guilford County Social Services.

2. Mail to: Day Care Coordinator
Guilford County Department of Social Services
P.O. Box 3388
Greensboro, North Carolina 27402

PROCEDURE FOR REPORTING ACCIDENTS

1. Take care of injured child.

Call neighbor to take care of other children. (Post your neighbor' number above your telephone.)

Notify mother of injured child. Ask her to meet you at hospital or doctor's office if necessary. Take insurance ID card and present to the doctor or hospital emergency room. (See Sample)

If neighbor, mother, or Family Day Care staff cannot be contacted, call the bookkeeper at Central Office, 273-9451. She will assist in getting emergency help to you.

After child has been attended to: Notify Day Care Unit office and report the accident.

6. Secure accident report from from Central Office. (See sample)

7. Fill out accident (insurance agency) report form. Have parent and doctor to sign where necessary; send form to Family Day Care Unit.

8. Step 1-2-3-4-5 should be taken in case of an accident involving a day care home mother's own child. A day care home mother's own child is not covered by United Day Care Services insurance -- only children enrolled in care.

UNITED DAY CARE SERVICES
808 NORTH ELM STREET
GREENSBORO, NORTH CAROLINA 27401

CHILDRENS' ACCIDENT REPORT FORM

To be filled out in TRIPLICATE: One copy in the child's file in center/home, one copy for parent(s); one copy for Central Office file.

NAME OF CENTER OR HOME: ______________________________

CHILD'S NAME: ______________________________ *AGE:* __________

ADDRESS: ____
(Number and Street) (City) (State & Zip)

Date of Accident ____
(Month) (Day) (Year)

Place of Accident ____________________ Time of Accident ____________
a.m. or p.m.

Nature of Accident or Injury (Describe Fully) ____________________

Person who accompanied child to doctor or hospital ____________________
(Specify if parent or UDCS employee)

Name of Doctor ____

Name of Hospital ____